Wage and Contribution

Employer Reporting and Maintenance

User Manual

Employer User

INPRS

INDIANA PUBLIC RETIREMENT SYSTEM

Table of Contents

Table of Figures

Table of Tables

Introduction to Wage and Contribution for Employer Users

Employer Users may enter and maintain wage and contribution information in the Employer Reporting and Maintenance (ERM) application. Based their security roles, Employer Users can perform these wage and contribution functions:

- Upload Wage and Contribution, Adjustment and Settlement Adjustment files.
- Enter wage and contribution online.
- Complete an online wage and contribution adjustment.
- View and manage wage and contribution submission reports.
- Process wage and contribution submission reports for payment.
- Resolve wage and contribution errors in the Exception Queue.

This user manual introduces you to all the features and screens associated with wage and contribution management in the ERM application.

NOTE: Wage and contribution reports must be entered and paid in sequential order, according to payroll dates. A payroll date may be skipped if the Submission Unit does not have any transactions for that period.

NOTE: It is very important to keep the Exception Queue clear and resolve errors in a timely matter

If there are any transactions that have been in the Exception Queue for 30 days or more, you will not be able to submit wage and contribution reports for payment until those errors are resolved.

Glossary of Important ERM Terms

The following are some important terms you need to know in order to carry out wage and contribution management duties in the ERM application.

ADJUSTMENT – A correction to a submitted wage and contribution transaction. This can be a positive or negative adjustment and can affect any wage or contribution field.

BULK UPLOADS – Bulk uploads allow a large amount of data to be submitted in one file upload. Data is entered into a single file, which is uploaded to the ERM application.

CONTACT TYPES – When creating or adding a Submission Unit contact, you must identify a contact type for that person. Here is a list and description of those types, along with any Fund they are associated with:

- *Authorized Agent* – This person, named by the Submission Unit's board, is the first line of contact for all Fund matters. He or she may assign tasks and roles to others but is ultimately the responsible party and is authorized to accept pension liability. This contact type is required for PERF and may be modified only by INPRS Staff Users.
- *Authorized Agent – Clerk-Treasurer* – This person, assigned by statute for a town or third-class city, is the Authorized Agent for all Fund matters and is authorized to accept pension liability.
- *Authorized Agent – Controller* – This person has the role of an Authorized Agent and the titles and duties of a Controller.
- *Authorized Agent – Trustee* – This person has the role of an Authorized Agent and the titles and duties of a Trustee.
- *Chief* – This person is responsible for overall administrative duties for '77 Fund Submission Units.
- *Other Contact* – This person should be contacted only if a concern doesn't fall into another category.
- *Pension Secretary* – This person is the liaison between members and their Submission Units. This person also helps members file for retirement or survivor benefits and understands statutes of the '77 Fund.
- *Personnel* – This person is the contact for new enrollment-related questions.
- *Rate Letter* – This person receives the rate letters.
- *Retirement* – This person is the contact for retirement-related questions.
- *Superintendent* – This person is the head of a school corporation. Often, the Superintendent functions as the security agent for the corporation and assigns ERM security roles to other staff. Generally, the Superintendent is contacted only if all other listed contacts are not responding. This person is the Authorized Agent for a corporation, ultimately responsible for all Fund matters and authorized to accept pension liability. This contact type is required for TRF and may be modified only by INPRS Staff Users.

- *Treasurer/Finance* – This person is responsible for ensuring that funds are available for wages and contributions.
- *Wage and Contribution* – This person is responsible for submitting wages and contributions for a Submission Unit and should be contacted if there are any issues with those submissions.

COVERED POSITION – An employment position designated by Indiana Code or the employer/Submission Unit as required to participate in an INPRS Fund. For a member to be enrolled in an INPRS Fund, he or she must work in a covered position.

EFFECTIVE DATE – This is the date that an addition/change takes effect in the ERM application. Several fields within ERM are controlled by effective dates. For example, an Employer User adds a new address for a Submission Unit account and types the effective date of April 1, 2011. INPRS will not use the new address for any correspondence until that effective date.

EMPLOYER – In ERM, the relationship between an employer and a Submission Unit is like a parent-child relationship. The employer is the parent, and the Submission Unit is the child. Each parent (employer) can have multiple children (Submission Units), but each child (Submission Unit) can only have one parent (employer).

EMPLOYER USER – This is an individual, employed by an organization that participates in one of the INPRS retirement plans, with the proper security role(s) to perform certain functions in the ERM application.

EMPLOYER USER SECURITY ROLE – When adding Employer Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which dictates the activities a User can complete. Some security roles give limited access, while others let Users complete nearly every activity. Here is a list and description of those roles:

- *Enrollment Administrator* – This Employer User can enroll members into the Submission Unit and resolve all member enrollments sent to the Exception Queue. This person can also view member reports.
- *Member Administrator* – This Employer User can manage member accounts, update member information and resolve member management transactions sent to the Exception Queue. This person can also view member reports.
- *Member Viewer* – This Employer User has view-only access to member data, including member reports.
- *Payment Administrator* – This Employer User can view the payment administration screen, enter and update bank account information, and authorize payment on wage and contribution entries.

- *PERF Pension Relief Administrator* – This Employer User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *PERF Retirement Administrator* – This Employer User may access the *PERF Online* hyperlink, which includes:
    - Estimate Retirement Benefit
    - Estimate Service Credit Purchase
    - PERF Regular Retirement Application
    - Pre-Retirement Workshop
    - View Service Credit
- *Security Administrator* – This Employer User can add other Employer Users and assign and modify security roles for new and existing Users in the Submission Unit. This person can also view the security report, and add/modify employer and Submission Unit addresses, contacts and phone information.
- *Wage and Contribution Administrator* – This Employer User can carry out these wage and contribution activities:
    - Bulk upload wage and contribution entries and adjustments.
    - Submit online wage and contribution entries and adjustments.
    - View wage and contribution reports.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - View a full Social Security Number (SSN)
    - Add/verify payroll calendar information upon initial login.
- *Wage and Contribution Operator* – This Employer User can enter wage and contribution transactions either online or via file upload.
- *Wage and Contribution Viewer* – This Employer User has view-only access to the payment administration screen and employer data, plus wage and contribution reports.

ERM – The acronym stands for Employer Reporting and Maintenance. This application is used to enroll members and maintain member information, plus submit member wage and contribution data.

EXCEPTION QUEUE – If a transaction entered into the ERM application – either via online entry or bulk upload – contains errors or is waiting on more information, it will be placed in the Exception Queue. Additional action must be taken on such a transaction before it is accepted by ERM and becomes effective. Some examples of why a transaction is put in the Exception Queue are:

- Member's birth date is after the member's hire date.

- SSN/Pension ID/Last Name combination on a transaction within a bulk upload does not match any SSN/Pension ID/Last Name combination in the ERM application.
- Statewide Baseline Examination results are needed (‘77 Fund only).
- Wages and contributions are submitted for a member not enrolled in the Submission Unit being reported.

FUND – A retirement plan in which a Submission Unit participates. Funds, all under the INPRS umbrella, are:

- 1977 Police Officers’ and Firefighters’ Pension and Disability Fund (also known as ‘77 Fund) (’77)
- Indiana State Teachers’ Retirement Fund (TRF)
- Judges’ Retirement System (also known as Judges’ Fund or 1977 and 1985 Judges’ Retirement System) (JU)
- Legislators’ Retirement System (LE)
- Prosecuting Attorneys’ Retirement Fund (PA)
- Public Employees’ Retirement Fund (PERF)
- State Excise Police, Gaming Agent, Gaming Control Officer and Conservation Enforcement Officers’ Retirement Plan (CE)

GROUP – This classification specifies the type of employer. If, for example, INPRS needs to send notification of a new service available to state employers (those reporting payroll to the Auditor of State), an INPRS Staff User could search for employers in the state group and direct the communication to them.

INPRS – The acronym stands for the Indiana Public Retirement System.

INTEREST – When contributions are not reported at the time the member receives payment for wages, any interest a member lost because of this late reporting is due to him or her. Interest is also due to the Fund for this late reporting. The calculation of interest in ERM is based on the payroll date. This should be the date the member was actually paid the wages.

LAST CHECK DATE – This is the last payroll date an employee is included on once he or she has completely separated from employment. It is a required field if Last Day in Pay is reported. An employee’s Last Check Date should occur on or after his or her Last Day in Pay. This date will be used to signal whether all wage and contribution information for a member requesting a retirement or Annuity Savings Account (ASA) distribution has been received or is in progress.

LAST DAY IN COVERED POSITION – The date a member's creditable pension service, and the associated contributions, stop. This date should be reported when an employee moves from a participating or covered position to a non-covered position but remains employed with the employer in some capacity. *Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.*

LAST DAY IN PAY – The last day an employee accrued or earned a wage (i.e. termination date) as a covered or Non-covered employee. This date should be reported once an employee has completely separated from employment. *Note: A retirement and/or ASA distribution cannot be processed until the employee has completely separated from employment and a Last Day in Pay has been reported.*

LIABILITY TYPES – When transferring all members of one Submission Unit to another, an indication must be made as to where the liability for the Fund will be placed after the transfer.

- *Merged With Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members assumes responsibility for the employer share contributions as well as all liabilities and assets of the dissolving Submission Unit's INPRS account.
- *Merged Without Liability* – The members of one Submission Unit are incorporated into another Submission Unit. The Submission Unit incorporating the new members subsequently assumes responsibility for the employer share contributions, beginning on the effective date of the merger. The Submission Unit that is losing its members retains liability for service and contributions of those members for the time frame that member worked for that Submission Unit up to the date of the merge.
- *Withdrawn* – A Submission Unit elects to no longer participate in an INPRS plan. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.
- *Withdrawn (Privatization)* – A Submission Unit is no longer eligible to participate in an INPRS plan because it no longer meets the Fund's guidelines. All members within the Submission Unit automatically become vested and qualify for retirement. Only their credited service is used to determine their retirement benefits.

LIFE EVENT – In the ERM application, life events are a way to denote a member being placed on leave, returning from leave, moving from a covered position to a non-covered position or terminating employment, for example. Life events are:

- Adoption Leave (PERF and TRF only)
- Advanced Study (TRF only)
- Approved Educational Travel (TRF only)
- Covered to Non-covered Position
- Disability Leave

- Family Medical Leave Act (FMLA) (family member)
- Family Medical Leave Act (FMLA) (Member)
- Maternity Leave
- Medical Leave (Member)
- Medical Leave (Nonmember)
- Military Leave
- Return From Leave
- Return From Military Leave
- Return From Suspension (‘77 Fund only)
- Sick Leave
- Suspended (‘77 Fund only)
- Teacher Exchange (TRF only)
- Terminate Employment
- Work Experience (TRF only)
- Workman’s Comp
- None of the Above (Paid Leave)
- None of the Above (Unpaid Leave)

Valid Life Events – PERF	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Adoption Leave	LADP
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman's Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – TRF	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Adoption leave	LADP
LOA-Advanced study	LAST
LOA-Approved Educational Travel	LTRV
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Teacher Exchange	LTCH
LOA-Work Experience	LEXP
LOA-Workman's Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – JU Fund	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman's Comp	LWCB
LOA-None of the Above (Paid Leave)	LPLA
LOA-None of the Above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Terminate Employment	TE

Valid Life Events – '77 Fund	***Valid Field Values for File Upload***
Covered to Non-covered Position	CNC
LOA-Disability Leave	LDIS
LOA-FMLA (Member)	LFMA
LOA-FMLA (other family member)	LFMB
LOA-Maternity Leave	LMAT
LOA-Medical Leave (member)	LMDA
LOA-Medical Leave (non-member)	LMDB
LOA-Military Leave	LUSA
LOA-Sick Leave	LSCK
LOA-Workman's Comp	LWCB
LOA-None of the above (Paid Leave)	LPLA
LOA-None of the above (Unpaid Leave)	LUPD
Return from Leave	RFL
Return from Military Leave	RFML
Return from Suspension	RFS
Suspended	SU
Terminate Employment	TE

MEMBER – An individual who participates in any INPRS Fund.

PAY PERIOD END DATE – The ending date of the period that the wage being reported was accrued or earned.

PAY PERIOD START DATE – The starting date of the period that the wage being reported was accrued or earned.

PAYROLL DATE – The date that payroll information is considered final and disbursed to the employee (the check or direct deposit date).

<u>SETTLEMENT ADJUSTMENT</u> – An additional payment (or series of payments) made to a member as resolution of a legal suit, union grievance or a contract settled retroactively after the fiscal year is completed. INPRS Staff must review the adjustment and corresponding documentation, then approve the settlement adjustment in ERM before payment can be made and the adjustment posted.

<u>STAFF USER</u> – An INPRS employee who has been given the proper security role(s) to perform certain functions within the ERM application.

<u>STAFF USER SECURITY ROLES</u> – When adding Staff Users, administrators must assign a security role to each. This security role determines the amount of access a User has in the ERM application, which in turn dictates the activities a User can complete. Some security roles offer limited access to the application, while others let Users complete nearly every activity available. This is an INPRS Staff User-only term. The following is a list of the specific security roles applicable to Staff Users, along with a description of each:

- *ERM Administrator* – This Staff User can create employer accounts and Submission Unit accounts as well as modify information in those accounts. He or she can also transfer Submission Units and members. Finally, this User can add new Employer Users, configure Fund information and manage system parameters.
- *ERM Communications* – This Staff User can send notifications in the ERM application.
- *ERM Enrollment Administrator* – This Staff User can enroll members in a Submission Unit and resolve member transactions sent to the Exception Queue. This User can also modify member information, including a member’s name and hire date.
- *ERM Manual Adjustment Administrator* – This Staff User can submit a manual adjustment.
- *ERM Member Administrator* – This Staff User can resolve member management transactions sent to the Exception Queue. He or she can also manage member accounts and modify member information, including a member’s name and hire date. Finally, this User may perform PERF/TRF transfers and view a member’s full SSN.
- *ERM Pension Relief Administrator* – This Staff User can access pension relief functions on *PERF Online* and upload pension relief data to the ERM application.
- *ERM Retirement Administrator* – This Staff User can access the *PERF Online* hyperlink, which includes:
    - Pre-Retirement Workshop
    - PERF Regular Retirement Application
    - View Service Credit
    - Estimate Retirement Benefit
    - Estimate Service Credit Purchase

- *ERM Security Administrator* –This Staff User can add new Staff and Employer Users and assign and modify security roles for new and existing Users within the application.
- *ERM Service Credit Administrator* – This Staff User can submit a service credit adjustment. *Note: This User may not also be an ERM Service Credit Auditor*.
- *ERM Service Credit Auditor* – This Staff User can approve or revoke service credit adjustments.
- *ERM SSN Change Approving User* – This Staff User can approve a member's SSN change. Note: This User may not also be an ERM SSN Change Submitting User.
- *ERM SSN Change Submitting User* – This Staff User can submit a member's SSN change.
- *ERM Submission Unit Administrator* – This Staff User can modify Submission Unit account information, including payroll calendars, and add Employer Users.
- *ERM Viewer* – This Staff User can view this information:
    - Employer information
    - Member information
    - Exception Queue
    - Wage and contribution reports
- *ERM Wage and Contribution Administrator* – This Staff User may perform these wage and contribution activities:
    - Edit payment dates.
    - Manage system parameters.
    - Release settlement adjustments for payment.
    - Resolve wage and contribution transactions sent to the Exception Queue.
    - Submit online wage and contribution entries and adjustments.
    - Upload wage and contribution entries and adjustments
    - View a full SSN.
    - View wage and contribution reports.

SUBMISSION UNIT – This is a participating unit associated with an employer. Each Submission Unit is a specific employer division participating in a single Fund -- CE, JU, LE, PA, PERF, TRF or '77. If an employer participates in multiple Funds, multiple Submission Units will be associated with the same employer.

It is also possible for two Submission Units with the same name to be listed twice under an employer if the employer participates in multiple Funds. For example, Indianapolis Public Schools (IPS) participates in TRF for teachers and in PERF for its other staff. That means IPS would be listed twice under the same employer – once for TRF and once for PERF.

Most activity in the ERM application takes place at the Submission Unit level.

TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS – Indicates a transaction contains information that is incorrect, based on business validations and/or Fund rules. The transaction will be sent to the Exception Queue awaiting corrections to the incorrect information. Transactions with errors cannot be submitted for payment until they are corrected. For more information and to find common solutions, check the *Wage and Contribution Exception Queue Troubleshooting – Employer User QRG* (Quick Reference Guide) or the Appendix in the *Wage and Contribution User Manual – Employer*. For example: Error code A-10 for PERF/TRF says "mandatory contributions do not total 3% of reported wages." The solution is to correct the mandatory pre- or post-tax amount or correct the wages amount. See also **TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS**.

TRANSACTIONS THAT FAILED VALIDATION WITH WARNINGS – Indicates a transaction that seems unusual to ERM based on information previously submitted for this member. However, the information is not necessarily incorrect (compare with **TRANSACTIONS THAT FAILED VALIDATION WITH ERRORS**); the warning is a flag for the employer to examine the transaction's accuracy. For example: Warning code L-55 states that wages for this period exceed previous period wages by more than 15%. However, this may be a correct entry for a pay period that includes over-time payment. Warnings will not prevent a transaction from being processed for payment; a TRANSACTION THAT FAILED VALIDATION WITH ERRORS will. Note: Once you select Process for Payment, all Transactions That Failed Validation with Warnings will also be included in the payment.

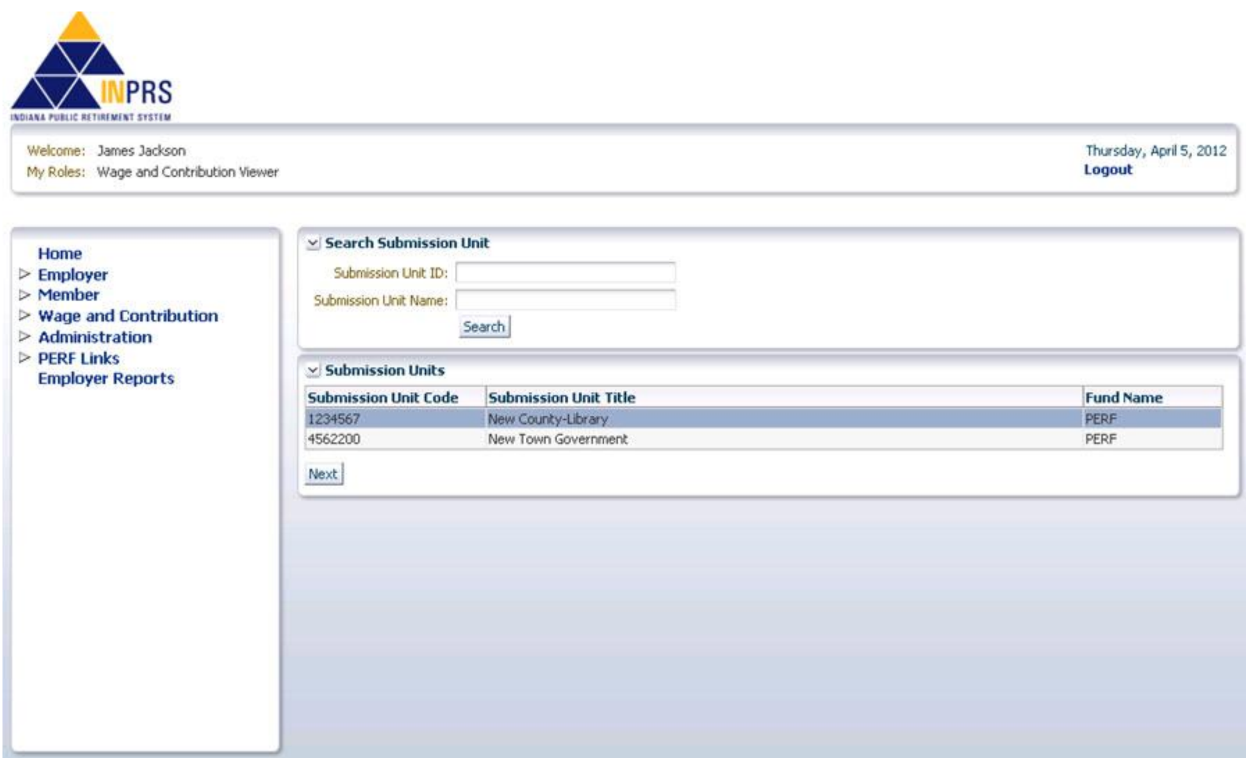
ERM *Home* Page

On the left side of the ERM *Home* page is the Navigation Menu, as shown in Figure 1. The selections in the Navigation Menu are:

- Home
- Employer
- Member
- Wage and Contribution
- Administration
- PERF Links
- Employer Reports

Several of these selections have drop-down menus. The options available to Employer Users vary by security role. Any options that Employer Users cannot access will appear grayed out in the Navigation Menu.

Figure 1: ERM *Home* Page

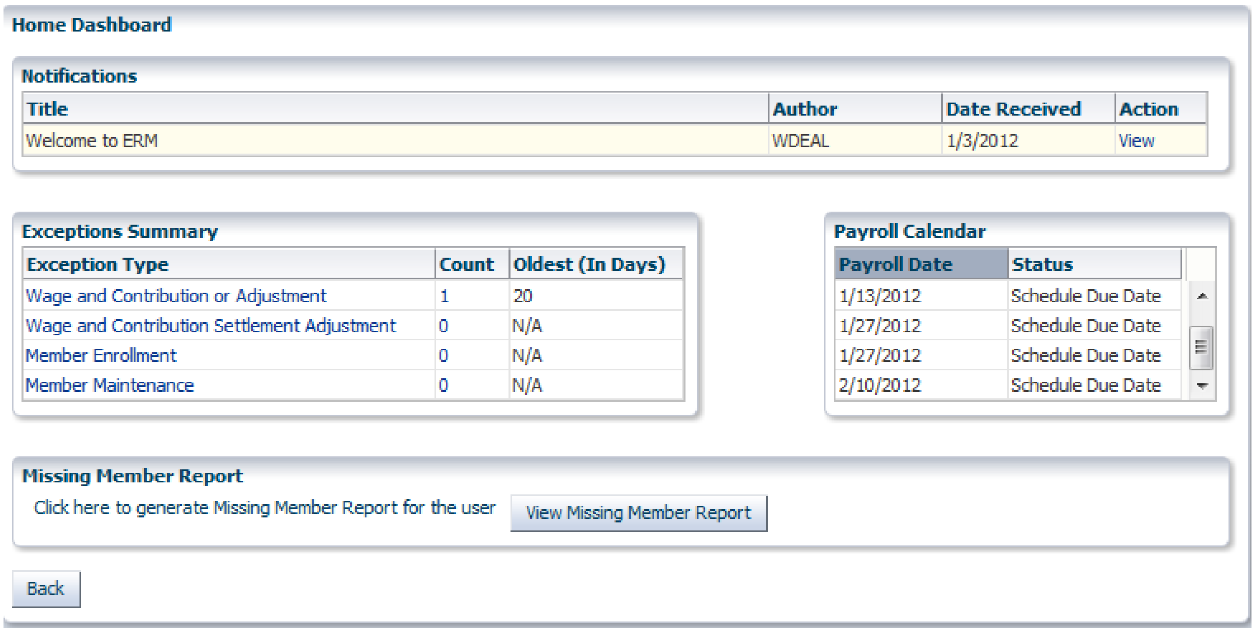


Accessing the Home Dashboard

To access the Home Dashboard for a Submission Unit:

1. Select a Submission Unit from the grid on the ERM *Home* page.
2. Click the **Next** button. The Home Dashboard for the selected Submission Unit opens, as shown in Figure 2.

Figure 2: Home Dashboard on the ERM *Home* Page



The Home Dashboard displays the following for the selected Submission Unit:

- Notifications
- Exceptions Summary
- Payroll Calendar
- Missing Member Report

Accessing and Viewing Wage and Contribution Options

To view all wage and contribution options, click the arrow to the left of “Wage and Contribution” in the Navigation Menu to open a drop-down menu, as shown in Figure 3. Actions associated with each option are described in Table 1.

Figure 3: Wage and Contribution Options Menu

Table 1: Actions Available for Wage and Contribution Options Menu

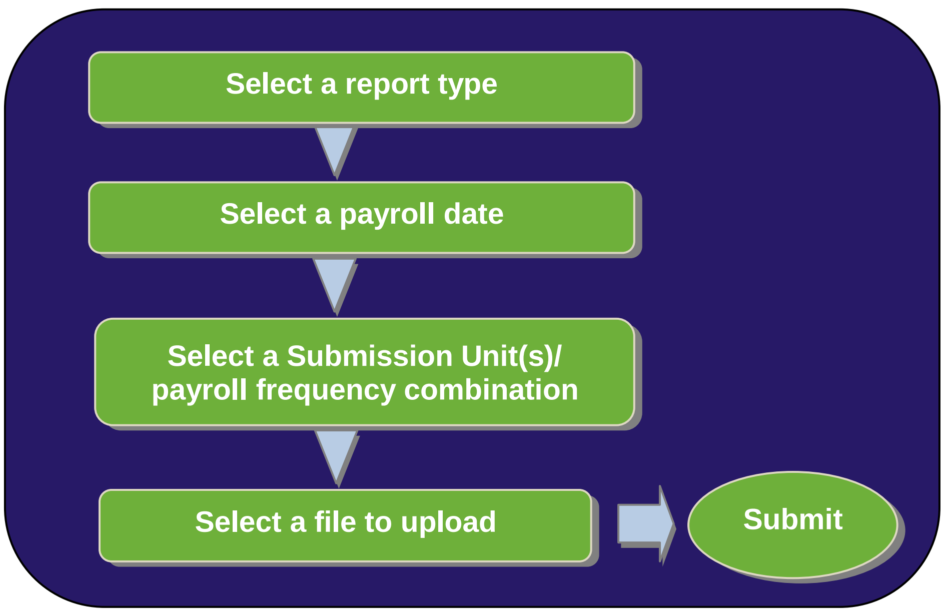
Menu Option	**Action**
File Upload	Upload Wage and Contribution, Adjustment or Settlement Adjustment files to the ERM application.
Online Entry	Enter wage and contribution information directly into the ERM application.
Online Adjustment	Enter a wage and contribution settlement adjustment, an adjustment by member or an adjustment by report directly into the ERM application.
Submission Reports	View and manage wage and contribution submission reports and process those reports for payment.
Service Credit Adjustment	Enter, submit and approve service credit adjustments (INPRS Staff User-only).
Transfer Funds	Transfer a member’s wage and contribution information from PERF to TRF or from TRF to PERF (INPRS Staff User-only).
Manual Adjustment	Enter adjustments to transactions that were submitted prior to January 1, 1991, for TRF and prior to January 1, 1987, for JU Fund, PERF and ‘77 Fund (INPRS Staff User-only).

Uploading Wage and Contribution, Adjustment and Settlement Adjustment Files

Employer Users can upload Wage and Contribution, Adjustment and Settlement Adjustment files. To upload these files, complete the following steps, shown in Figure 4:

1. Select a report type.
2. Select a payroll date.
3. Select a Submission Unit(s)/payroll frequency combination.
4. Select a file to upload.
5. Submit the file.

Figure 4: Upload Wage and Contribution, Adjustment or Settlement Adjustment File Process Flow



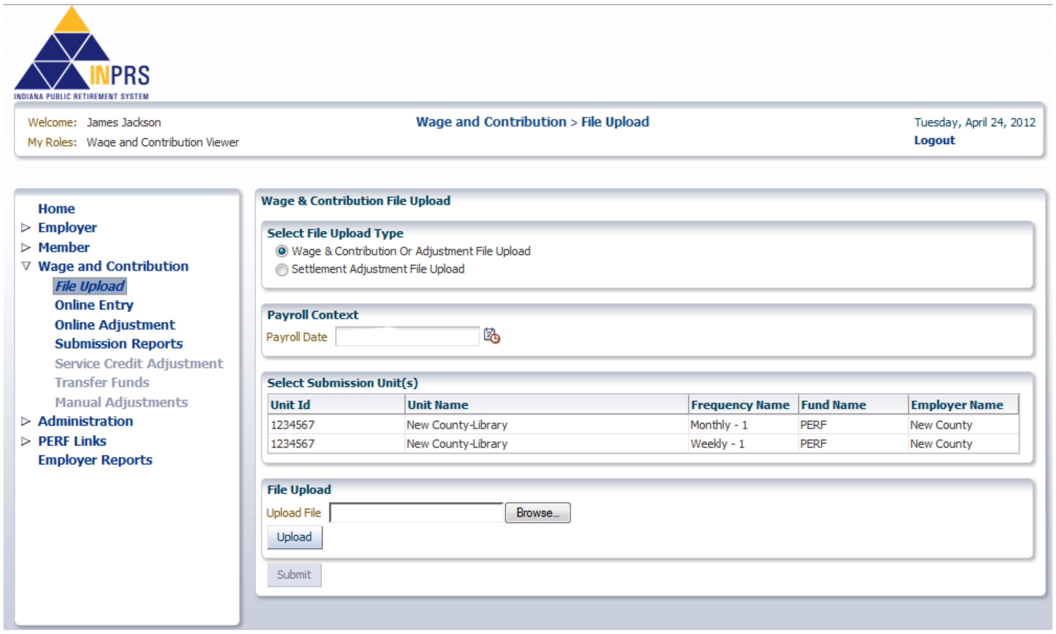
Uploading a Wage and Contribution, Adjustment or Settlement Adjustment File

To upload a Wage and Contribution, Adjustment, or Settlement Adjustment file:

1. Click the arrow to the left of "Wage and Contribution" in the Navigation Menu
2. Choose "File Upload" from the drop-down menu

The screen that appears when you choose the "File Upload" option is the *Wage and Contribution > File Upload* screen, as shown in Figure 5.

Figure 5: *Wage and Contribution > File Upload* Screen



The *Wage and Contribution > File Upload* screen contains four sections that allow you to upload a Wage and Contribution, Adjustment or Settlement Adjustment file:

- Use the radio buttons in the Select File Upload Type section to identify the type of file you are uploading.
    - The **Wage & Contribution Or Adjustment File Upload** radio button allows you to upload a Wage and Contribution or Adjustment file.
    - The **Settlement Adjustment File Upload** radio button allows you to upload a Settlement Adjustment file.
- Use the Payroll Context section to identify the payroll date for the Wage and Contribution, Adjustment or settlement adjustment file.
- Use the Select Submission Unit(s) section to identify the Submission Unit(s)/payroll frequency combinations that are included in the file. Press the **CTRL** key to select more than one Submission Unit/payroll frequency combination from the grid.

  Use the File Upload section to identify the location of the wage and contribution, adjustment or settlement adjustment file and upload it to the ERM application.

NOTE: Certain adjustment transactions may be included on the same file as regular wage and contribution transactions if they are for the same payroll date. By Member – for Missed Regular Wage and Contribution Adjustment Transactions, must be submitted using the online adjustment method. You cannot make this type of adjustment in a bulk upload file.

A sample of the required file format can be found here.

The file type is a pipe delimited (|) text file (.txt extension). The file layout includes the following fields:

- A header containing the following required fields:
  - Payroll Date
  - Row Count
- A body containing the following fields for each member (required fields are marked with an asterisk):
  - Submission Unit Number*
  - Submission Unit Fund*
  - Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
  - Pensionable Wages
  - Mandatory Post-tax Contributions
  - Mandatory Pre-tax Contributions
  - Employer Share
  - FSP Wages (TRF only)
  - FSP Contributions (TRF only)
  - HEP Contributions (TRF only)
  - Credited Days (TRF only)
  - Member Voluntary Post-tax Contributions
  - Member Voluntary Pre-tax Contributions
  - Last Day in Covered Position
  - Last Day in Pay
  - Last Check Date
  - Severance Wages
  - Severance – Mandatory Post-tax Contributions
  - Severance – Mandatory Pre-tax Contributions
  - Severance – Employer Share
  - Severance – Member Voluntary Post-tax Contributions

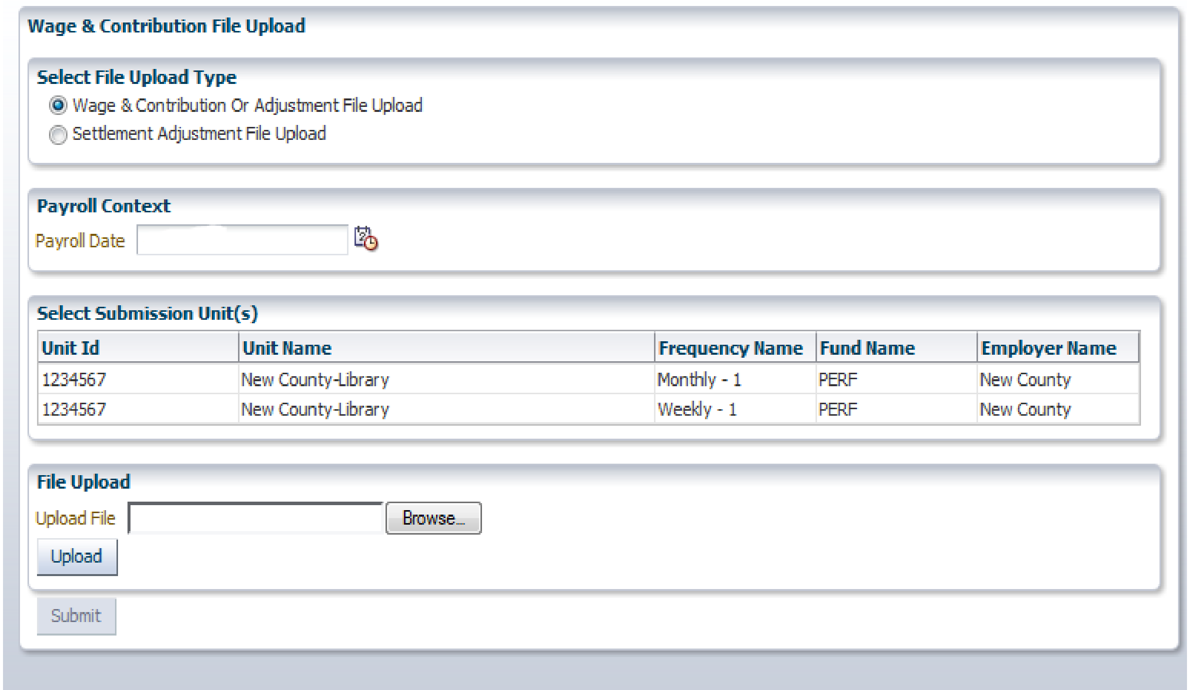
- Severance – Member Voluntary Pre-tax Contributions
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

Uploading a Wage and Contribution or Adjustment File

To upload a wage and contribution or adjustment file:

1. Click the **Wage & Contribution or Adjustment File Upload** radio button in the Select File Upload Type section of the *Wage & Contribution or Adjustment File Upload* screen, as shown in Figure 6.

Figure 6: Wage & Contribution or Adjustment File Upload Screen



NOTE: When creating an adjustment BY MEMBER – FOR MISSED REGULAR WAGE AND CONTRIBUTION INFORMATION, you must use the Online Adjustment method. You cannot make this type of adjustment in a bulk upload.

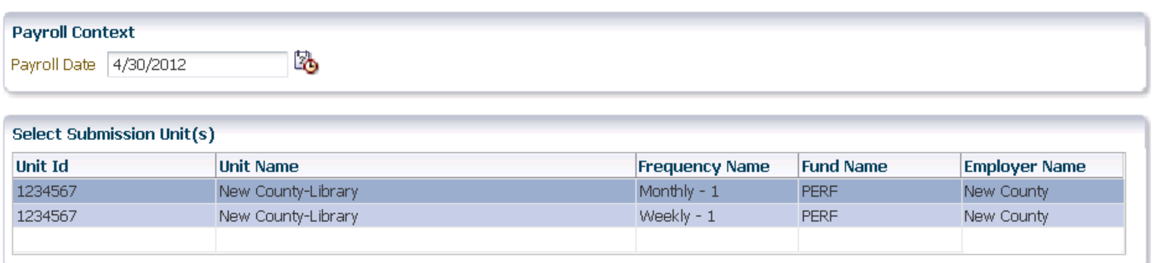
2. Enter the payroll date for the wage and contribution or adjustment in the **Payroll Date** field by typing the date or clicking on the calendar icon as shown in Figure 7. Available payroll dates will appear in bold font on the calendar. Only payroll dates that are applicable to the Submission Unit(s) you have access to will be available for you to enter.

Figure 7: Accessing the Payroll Calendar

NOTE: When you select a payroll date, ERM filters the Submission Unit grid for all payroll frequencies that fall on that date. This allows a single file upload to contain payroll data for multiple payroll frequencies. For example, an employer may pay some employees weekly and others bi-weekly. On payroll dates where those two cycles fall on the same date, a single payroll file may be uploaded to ERM containing wage and contribution data for both. However, if you want to submit them separately, you may do so.

3. Choose the Submission Unit(s)/payroll frequency combinations that are included in the file from the list displayed in the grid in the Select Submission Unit(s) section of the screen as shown in Figure 8. To select multiple Submission Units, or multiple payroll frequencies of the same Submission Unit, press the **CTRL** key while making your selection(s).

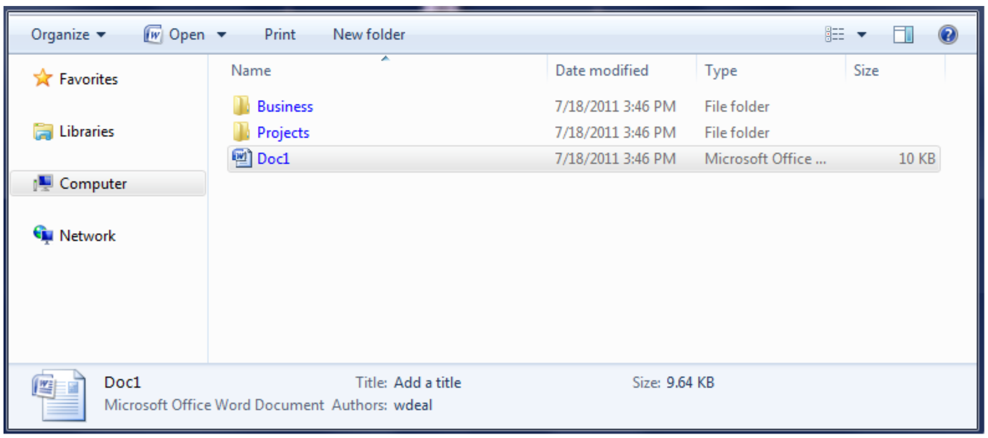
Figure 8: Selecting Multiple Frequencies for a Submission Unit



NOTE: If you have multiple payroll frequencies that pay on the same payroll date, you may upload a file for each payroll frequency, or upload a single file containing multiple frequencies. If you upload a file containing multiple frequencies, each frequency included in the file must be selected from the grid. This can be done by holding down the CTRL key on your keyboard and clicking on each applicable frequency in the grid.

4. Click the **Browse** button next to the **Upload File** field in the File Upload section of the screen.
5. An explorer window opens, as shown in Figure 9. Browse for and select the wage and contribution or adjustment file you wish to upload. Click the file name to populate the **Upload File** field.

Figure 9: Explorer Window for Wage & Contribution Or Adjustment File Upload



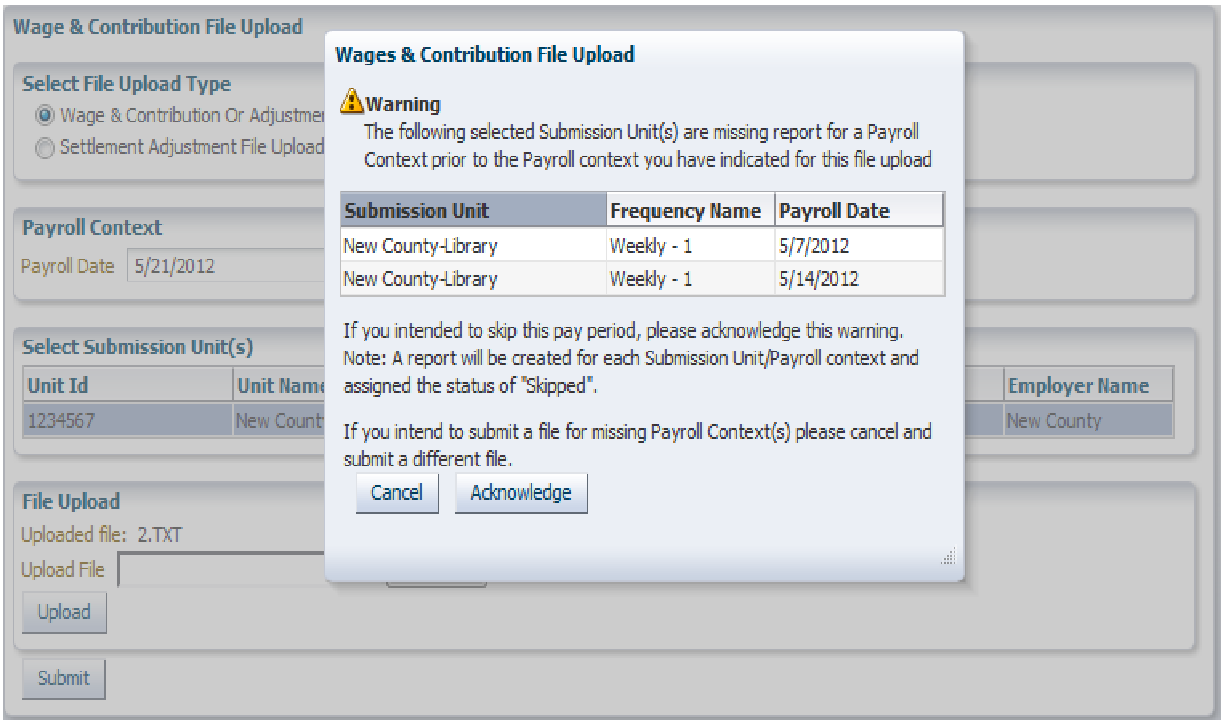
NOTE: If adjustments are included with regular wage and contribution transactions, they must be paid on the same payroll date as the regular wage and contribution transactions. If they are being paid on an off-cycle payroll, they must be entered online using the Online Adjustment section of the ERM application.

6. When you have selected the file you wish to upload, click the **Upload** button. This will begin a structural validation process that will ensure the file meets the file layout specifications provided by INPRS.
7. When the file name appears above the **Upload File** field, click the **Submit** button to submit the Wage and Contribution or Adjustment file.

NOTE: If a payroll date is skipped, the notification screen appears, as shown in Figure 10. This notification asks the Employer User to do one of the following:

- **Acknowledge that he or she intended to skip a payroll date because there is nothing to report for the payroll date**
- **Cancel the wage and contribution submission and submit wage and contribution transactions for the skipped payroll date if he or she did not intend to skip a payroll date.**

Figure 10: Skipped Payroll Date Notification



8. Once the file is submitted, you will receive the confirmation notification, as seen in Figure 11. This confirmation screen states that the file will begin the validation process and you can view the validation results from the Submission Reports Status grid.

NOTE: If an uploaded file contains both regular wage and contribution and adjustment transactions, separate reports will be created for the wage and contribution transactions and adjustment transactions by Submission Unit.

Figure 11: Wages & Contribution File Upload Confirmation Notification

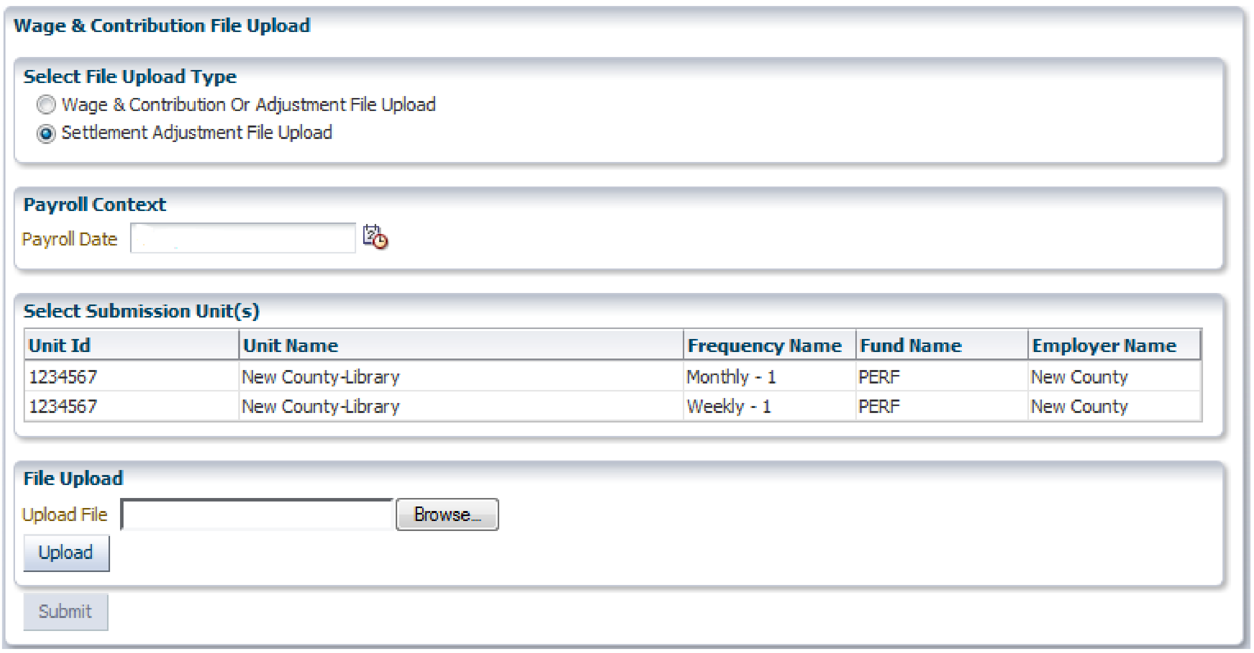
NOTE: Submitting the file to the application does not mean it has been submitted for payment. To submit for payment any wage and contribution or adjustment reports entered via file upload, access the report through the Submission Reports section of the ERM application.

Uploading a Settlement Adjustment File

To upload a settlement adjustment file:

1. Click the **Settlement Adjustment File Upload** radio button, as shown in Figure 12.

Figure 12: *Settlement Adjustment File Upload* Screen



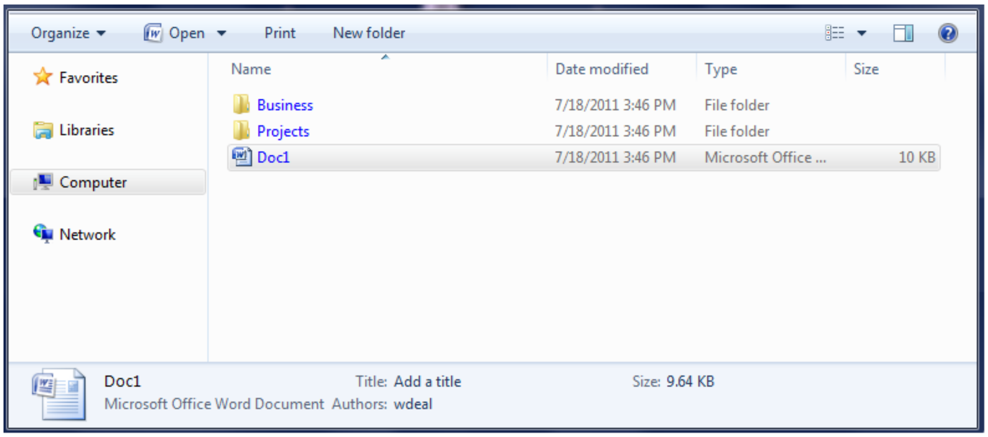
2. Enter the payroll date the settlement adjustment is being paid in the **Payroll Date** field. When you click the **Payroll Date** field, a pop-up bubble displaying the required date format for the field appears.

3. Choose the Submission Unit included in the file from the list displayed in the grid in the Select Submission Unit(s) section of the screen.

NOTE: Only the Submission Units that you have access to view appear in the grid.

4. Click the **Browse** button next to the **Upload File** field in the File Upload section of the screen.
5. An explorer window opens, as shown in Figure 13. Browse for and select the file you wish to upload. Click the file name to populate the **Upload File** field.

Figure 13: Explorer Window for Settlement Adjustment File Upload



NOTE: All transactions included in the settlement adjustment file must be tied to the same settlement (with the same settlement date). Multiple year settlements must be split by fiscal year (TRF only) for each member.

6. When you have selected the file you wish to upload, click the **Upload** button. This will begin a structural validation process that will ensure the file meets the file layout specifications provided by INPRS, which can be found here. The file type is pipe delimited (|) text file (.txt extension). The file layout includes the following fields:
   - A header containing the following required fields:
     - Payroll Date
     - Row Count
   - A body containing the following fields for each member (required fields are marked with an asterisk):
     - Submission Unit Number*
     - Submission Unit Fund*

- Social Security Number (SSN) (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
- Pension ID (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
- Last Name of Member (Require at least 2 of the following: SSN, Pension ID or Last Name of Member)
- Pensionable Wages
- Mandatory Post-tax Contributions
- Mandatory Pre-tax Contributions
- Employer Share
- FSP Wages (TRF only)
- FSP Contributions (TRF only)
- HEP Contributions (TRF only)
- Credited Days (TRF only)
- Member Voluntary Post-tax Contributions
- Member Voluntary Pre-tax Contributions
- Last day in Covered Position
- Last Day in Pay
- Last Check Date
- Severance Wages
- Severance – Mandatory Post-tax Contributions
- Severance – Mandatory Pre-tax Contributions
- Severance – Employer Share
- Severance – Member Voluntary Post-tax Contributions
- Severance – Member Voluntary Pre-tax Contributions
- Pay Period Start Date*
- Pay Period End Date*
- Record Type*

7. When the file name appears above the **Upload File** field, click the **Submit** button to submit the Settlement Adjustment file.
8. Once the file is submitted, you will receive the confirmation notification shown in Figure 14. This confirmation screen states that the file will begin the validation process and you can view the validation results from the Submission Reports Status Grid.

Figure 14: Settlement Adjustment File Upload Confirmation Notification

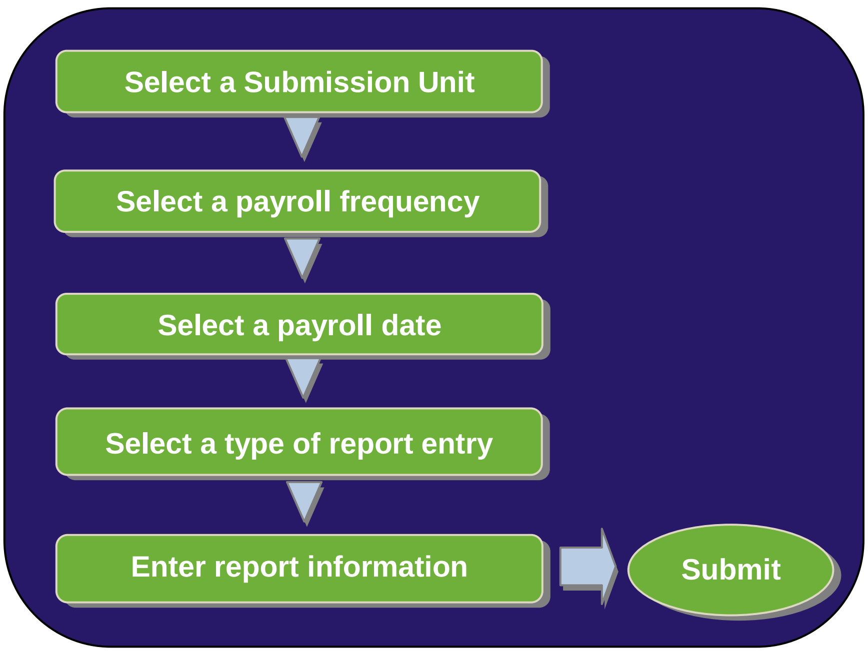
NOTE: Submitting the file to the application does not mean it has been submitted for payment. Before a settlement adjustment can be submitted for payment, INPRS Staff must review it and release it from settlement hold status.

Entering Wage and Contribution Online

Employer Users can enter wage and contribution files directly into the ERM application by using the Online Entry section. To complete an online wage and contribution entry, complete these steps, shown in Figure 15:

1. Select a Submission Unit.
2. Select a payroll frequency.
3. Select a payroll date.
4. Select a type of report entry.
5. Enter report information.
6. Submit the report.

Figure 15: Enter Wage and Contribution Online Process Flow



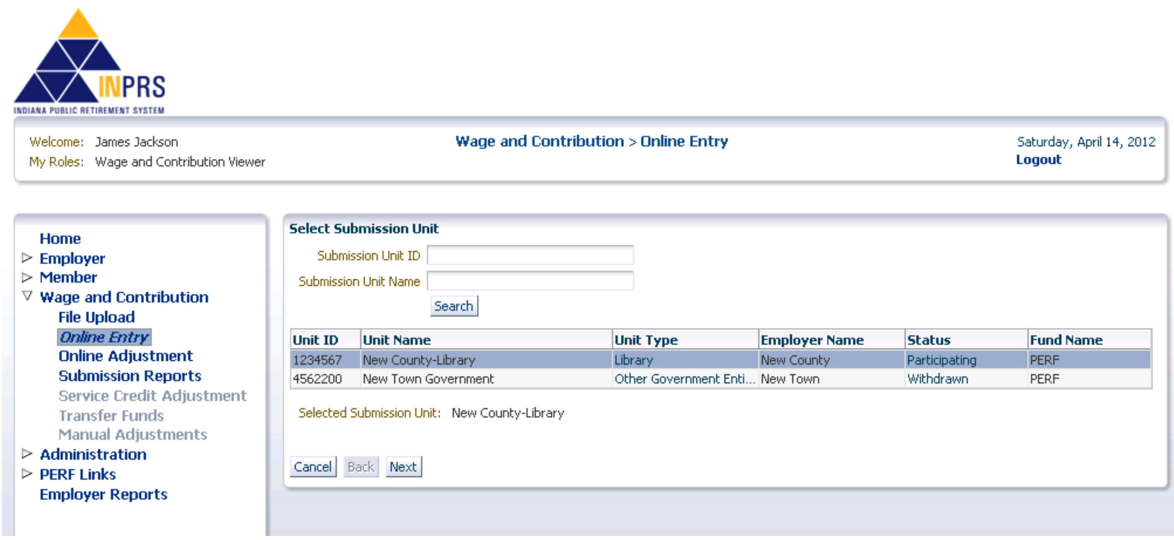
Completing an Online Wage and Contribution Entry

To enter wage and contribution data online, choose "Online Entry" from the drop-down menu below "Wage and Contribution" in the Navigation Menu.

Selecting a Submission Unit

The first screen that appears when you choose the "Online Entry" option is the *Select Submission Unit* screen shown in Figure 16. Use this screen to identify the Submission Unit for which you are entering wage and contribution data.

Figure 16: *Select Submission Unit* Screen for Wage and Contribution Online Entry



The *Select Submission Unit* screen contains two search fields that allow you to locate a Submission Unit by Submission Unit ID or Submission Unit name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit you need to enter wage and contribution information for is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online entry.

NOTE: Only the Submission Unit(s) that you have access to view will be displayed in the grid. If you only have access to one Submission Unit, it will appear in the grid, and you will not need to search for it.

Selecting a Payroll Frequency and a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen takes you to the *Select Payroll Date* screen, shown in Figure 17.

Figure 17: *Select Payroll Date* Screen

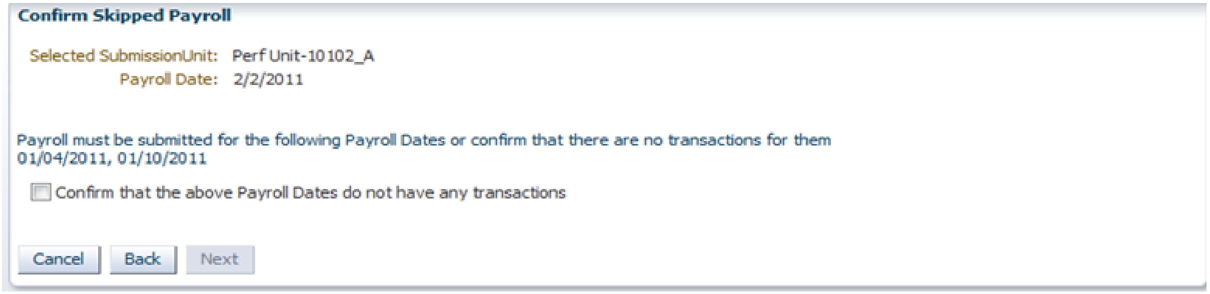
To select a payroll frequency and a payroll date:

1. Click the arrow to the right of the **Payroll Frequency** field. Choose a payroll frequency from the drop-down menu.
2. Click the arrow to the right of the **Payroll Date** field. Choose a payroll date from the drop-down menu.
3. Click the **Next** button.

NOTE: If a payroll date is skipped, the notification screen appears, as shown in Figure 18. This notification asks you to do one of the following:

- **Acknowledge, by clicking the checkbox in the notification, that you intended to skip a payroll date because there is nothing to report for the skipped payroll date.**
- **Click the Cancel button, and then submit wage and contribution transactions for the skipped payroll date if you did not intend to skip a payroll date.**

Figure 18: Confirm Skipped Payroll Notification

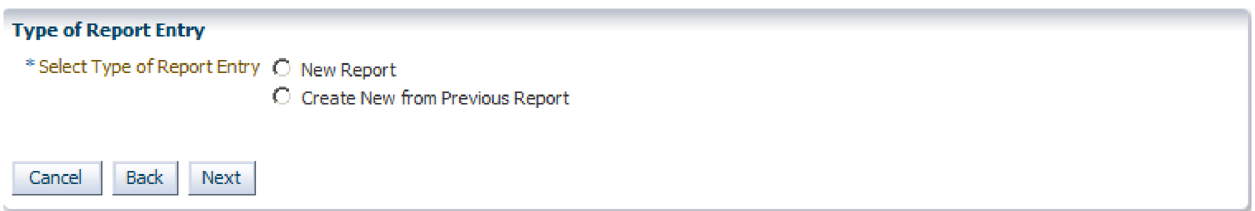


Selecting a Type of Report Entry

After clicking the **Next** button on the *Select Payroll Date* screen, you will see one of the two *Type of Report Entry* screens.

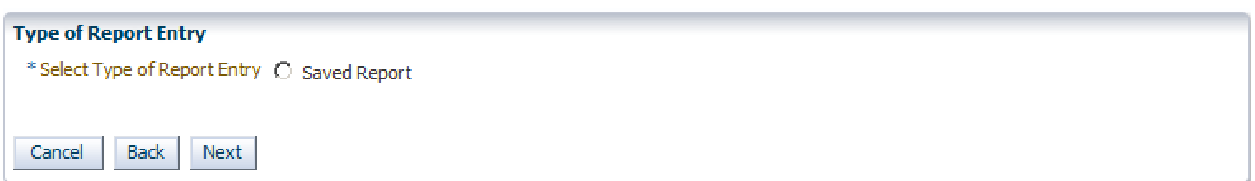
If there are no previous online wage and contribution entry reports for the selected payroll date, you will see the screen shown in Figure 19.

Figure 19: *Type of Report Entry* Screen: New or Previous Report



If there are previously saved wage and contribution online entry reports for the selected payroll date, you will see the screen shown in Figure 20.

Figure 20: *Type of Report Entry* Screen: Saved Report



The *Type of Report Entry* screens contain radio buttons that let you select a type from these online wage and contribution reports:

- New Report – Creates a new report with no information populated
- Create New from Previous Report – Pulls all member ID information from the last report that was submitted for payment. Wage and contribution information will need to be updated for each member. Any terminated members must be removed from the report, and new members added, if applicable.
- Saved Report – If you saved a report instead of submitting it for validations, lets you access the information you previously entered on the report.

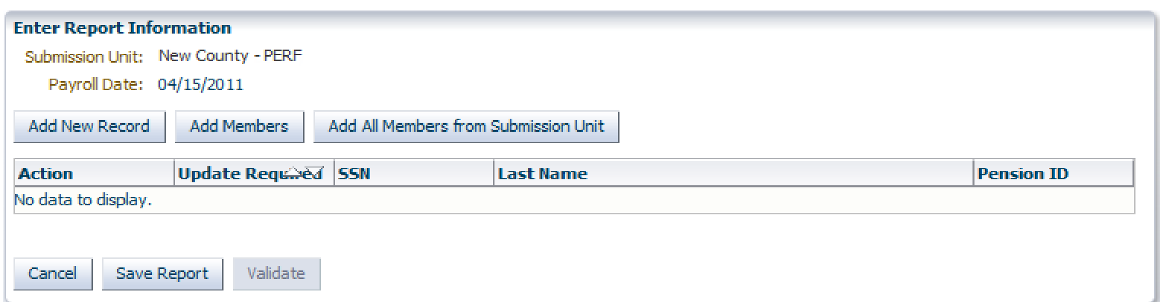
To select a type of report entry:

1. Click the radio button to the left of the desired type of report entry.
2. Click the **Next** button.

Creating a Wage and Contribution Online Entry Report

When you select a radio button on the *Type of Report Entry* screen, the *Enter Report Information* screen appears, as shown in Figure 21.

Figure 21: *Enter Report Information* Screen



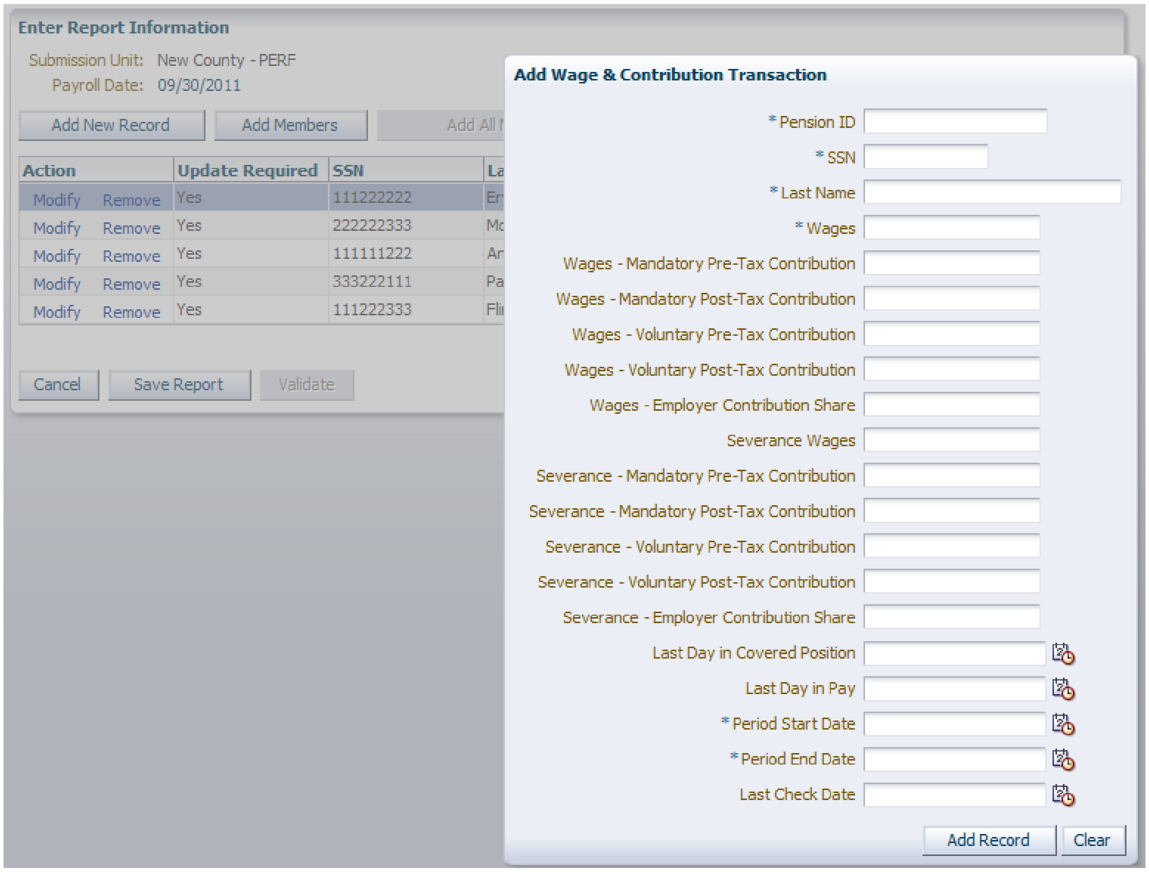
Use this screen to add new records, new members or all active members from a Submission Unit to an online entry report.

Adding a New Record to an Online Entry Report

To add a new wage and contribution record to the online entry report:

1. Click the **Add New Record** button. This opens the Add Wage & Contribution Transaction pop-up box, as shown in Figure 22.

Figure 22: Add Wage & Contribution Transaction Pop-Up Box



The Add Wage & Contribution Transaction pop-up box contains the following fields:

- Pension ID*
- SSN*
- Last Name*
- Wages*
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution

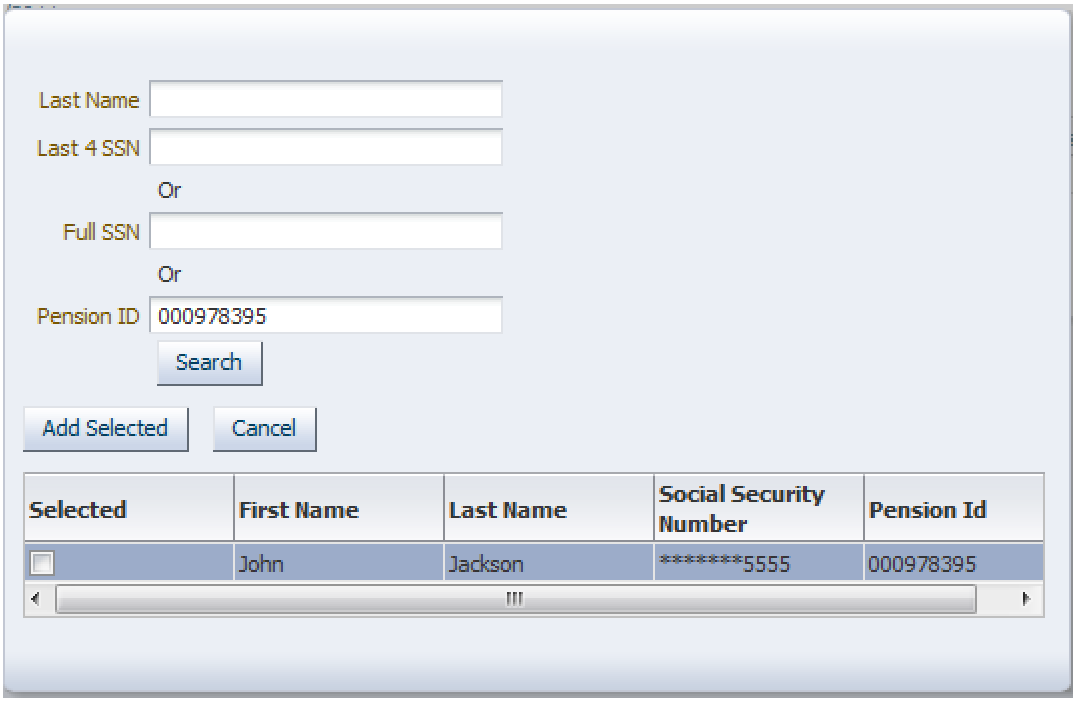
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)*
- Last Day in Covered Position
- Last Day in Pay
- Period Start Date*
- Period End Date*
- Last Check Date (required if Last Day in Pay is entered)

2. Complete all applicable fields in the pop-up box.
3. Click the **Add Record** button. All required fields, marked with an asterisk (*), must be completed before the record can be processed.
4. The new record appears in the grid on the *Enter Report Information* screen.

Adding Members to an Online Entry Report

To add a member to the online entry report, click the **Add Members** button. This opens the Add Members pop-up box, as shown in Figure 23.

Figure 23: Add Members Pop-Up Box



Searching for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information you need to enter. You can search for a member account using the member's:

- Last name and the last 4 digits of the member's Social Security Number (SSN), or
- Full SSN, or
- Pension ID

To search for a member using his or her last name and partial SSN:

1. Enter the member's last name into the **Last Name** field
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field
3. Click the **Search** button

To search for a member using his or her full SSN:

1. Enter the member's SSN, without the dashes, into the **Full SSN** field
2. Click the **Search** button

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field
2. Click the **Search** button

The member's first and last name, Social Security Number, and nine-digit Pension ID number appear in a grid below the search field.

To select a member:

1. Click the checkbox next to the member's record in the grid
2. Click the **Add Selected** button to add the member(s) to the report. The Add Members pop-up box will close, and you will be redirected to the *Enter Report Information* screen, where you will enter wage and contribution information for each member.

To add more members to the report, repeat this process, beginning with entering search criteria into the fields in the Add Members pop-up box.

NOTE: Only members with an active membership record appear in the search results.

Adding All Active Members to an Online Entry Report

To add all active members of a Submission Unit to an online entry report, click the **Add All Members from Submission Unit** button.

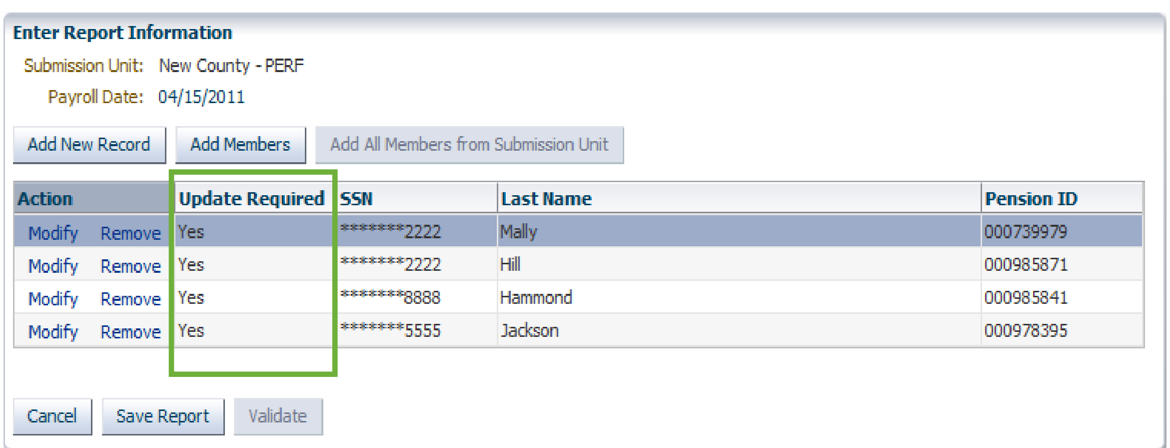
The grid will populate with member identification information for every active member of the selected Submission Unit.

Completing the Online Entry Report

Once you have added the required members to the online entry report, you will need to enter wage and contribution information for each member.

First, check the "Update Required" column of the grid, as shown in Figure 24. If the value of this column is "Yes" for any member, you'll need to enter wage and contribution data for that member.

Figure 24: *Enter Report Information* Screen's Update Required Column

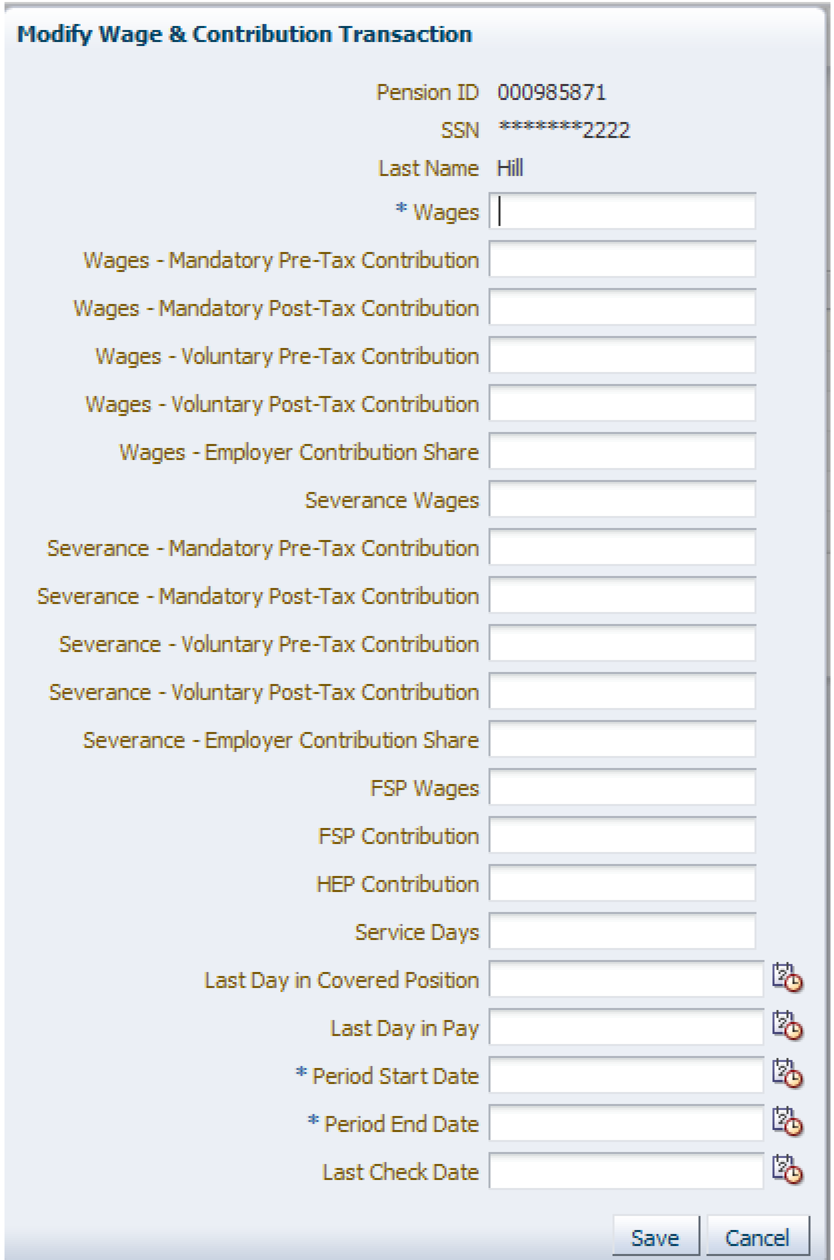


Entering Report Data

To enter wage and contribution information for a member:

1. Click the *Modify* hyperlink in the "Action" column of the grid. This opens the Modify Wage & Contribution Transaction pop-up box, as shown in Figure 25. This pop-up box shows the selected member's Pension ID, SSN and last name, and contains the following additional fields:
    - Wages*
    - Wages - Mandatory Pre-Tax Contribution
    - Wages - Mandatory Post-Tax Contribution
    - Wages - Voluntary Pre-Tax Contribution
    - Wages - Voluntary Post-Tax Contribution
    - Wages - Employer Contribution Share
    - Severance Wages
    - Severance - Mandatory Pre-Tax Contribution
    - Severance - Mandatory Post-Tax Contribution
    - Severance - Voluntary Pre-Tax Contribution
    - Severance - Voluntary Post-Tax Contribution
    - Severance - Employer Contribution Share
    - FSP Wages (TRF only)
    - FSP Contribution (TRF only)
    - HEP Contribution (TRF only)
    - Service Days (TRF only)*
    - Last Day in Covered Position
    - Last Day in Pay
    - Period Start Date*
    - Period End Date*
    - Last Check Date (required if Last Day in Pay is entered)

Figure 25: Modify Wage & Contribution Transaction Pop-Up Box



2. Complete all applicable fields in the pop-up box. All required fields, marked with an asterisk (*), must be completed before the transaction can be added to the report.

NOTE: When entering a transaction with only severance information you will need to at least enter a zero into the Wages field.

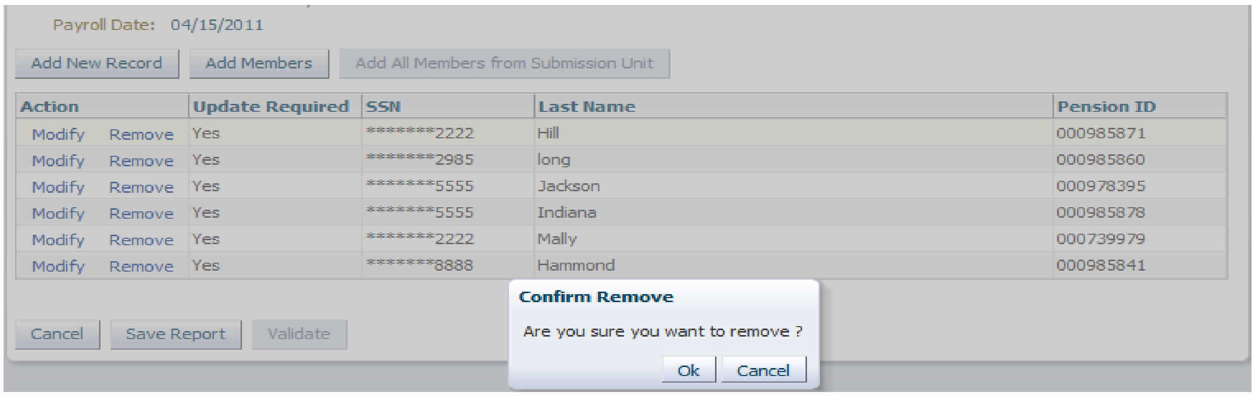
Removing Members from an Online Entry Report

Occasionally, a member who does not belong on a certain report is added to the grid on the *Enter Report Information* screen. You can remove this member from the online entry report.

To remove a member:

1. Click the *Remove* hyperlink in the "Action" column of the grid. The Confirm Remove pop-up box opens, as shown in Figure 26.

Figure 26: Confirm Remove Pop-Up Box



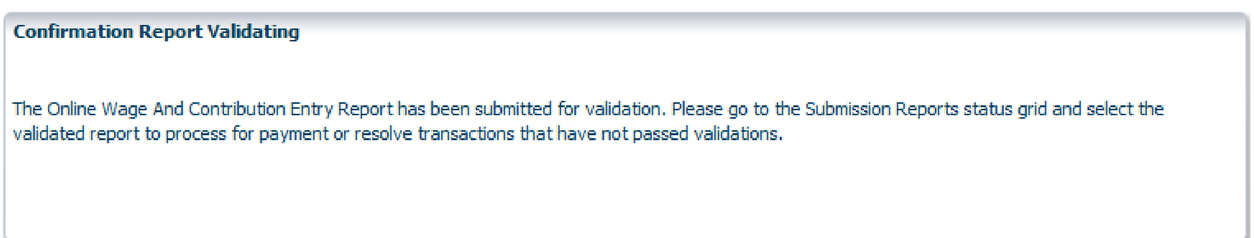
2. Click the **Ok** button to remove the member from the report.

Validating an Online Entry Report

Once you have entered wage and contribution information for all member records requiring updates, and removed any members who needed to be removed from the report, you can either save the report for later validation or submit the report to the ERM application for validation.

1. To save the report, click the **Save Report** button.
2. To validate the online entry report, click the **Validate** button on the *Enter Report Information* screen. A validation confirmation appears, as shown in Figure 27.

Figure 27: Validation Confirmation Notification



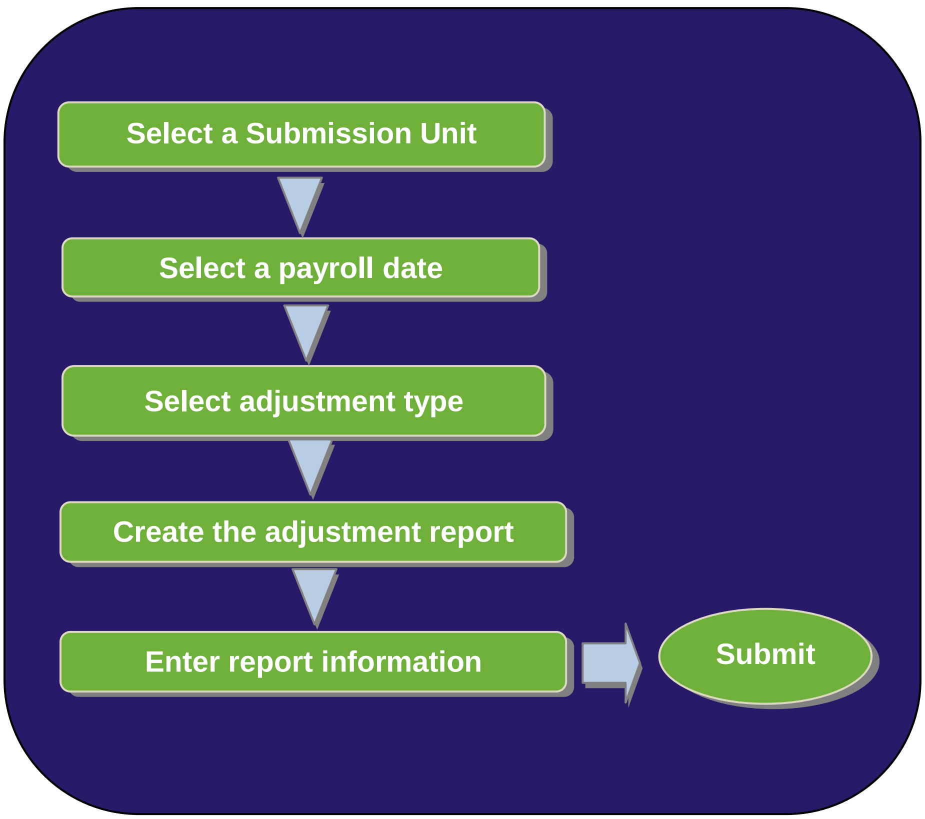
NOTE: Once the report is validated, you can view the validation results and submit the report for payment through the Submission Report section of ERM.

Complete an Online Wage and Contribution Adjustment

Employer Users can complete wage and contribution adjustments online by completing the following steps, as shown in Figure 28:

1. Select a Submission Unit.
2. Select a payroll date.
3. Select adjustment type.
4. Create the adjustment report.
5. Enter report information.
6. Submit the report.

Figure 28: Conduct Online Wage and Contribution Adjustment Process Flow



Completing an Online Wage and Contribution Adjustment

To adjust wage and contribution data online:

1. Click the arrow to the left of "Wage and Contribution" in the Navigation Menu.
2. Choose "Online Adjustment" from the drop-down menu.

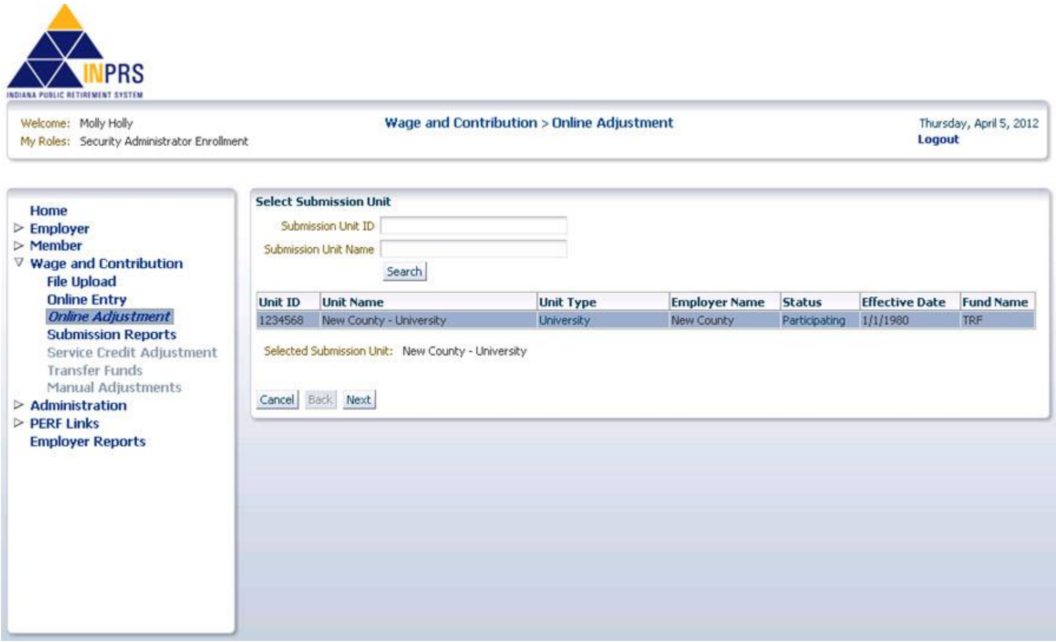
Regardless of the type of wage and contribution adjustment, the first steps are the same:

1. Select a Submission Unit.
2. Select a payroll date.

Selecting a Submission Unit

After you choose "Online Adjustment," the *Select Submission Unit* screen appears, as shown in Figure 29. Use this screen to identify the Submission Unit you are entering a wage and contribution adjustment for.

Figure 29: *Select Submission Unit* Screen for Wage and Contribution Online Adjustment



The *Select Submission Unit* screen contains two search fields that allow you to locate a Submission Unit by Submission Unit ID or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field
2. Click the **Search** button

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field
2. Click the **Search** button

All Submission Unit records that match the search criteria, and that you have permission to view, appear in the scrollable grid found below the search fields.

NOTE: Only the Submission Unit(s) that you have access to view will be displayed in the grid. If you only have access to one Submission Unit, it will appear in the grid, and you will not need to search for it.

To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit you need to enter a wage and contribution adjustment for is visible.
2. Click the Submission Unit name.
3. Click the **Next** button to continue the online adjustment entry.

Entering a Payroll Date

Clicking the **Next** button on the *Select Submission Unit* screen takes you to the *Select Payroll Date* screen, shown in Figure 30.

Figure 30: *Select Payroll Date* Screen

To enter a payroll date:

1. Type the payroll date into the **Payroll Date** field. The required format for the field appears in a pop-up bubble when you click the **Payroll Date** field.
2. Click the **Next** button to continue with the online adjustment.

Additional process steps are required once you select a payroll date, but they vary depending upon the adjustment type you select.

Selecting an Adjustment Type

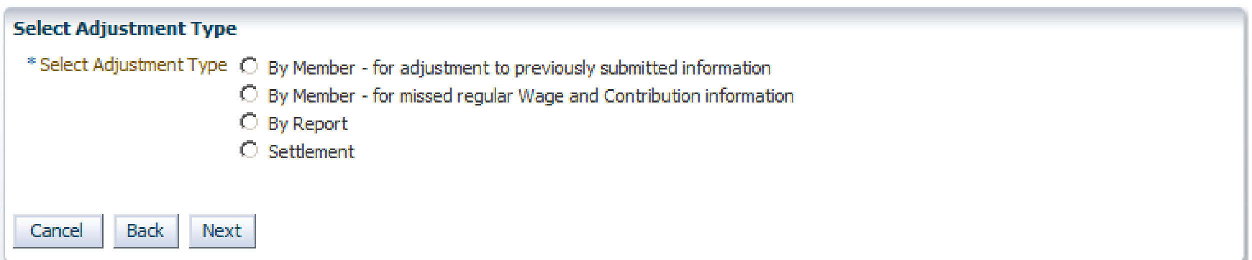
Clicking the **Next** button on the *Select Payroll Date* screen takes you to the *Select Adjustment Type* screen, shown in Figure 31.

There are four types of wage and contribution online adjustments. They are:

- By Member - for adjustment to previously submitted information
- By Member - for missed regular wage and contribution information
- By Report (for adjustment to transactions previously submitted on a wage and contribution report)
- Settlement (for an adjustment to wage and contribution information based on a legal decision)

NOTE: When creating an adjustment BY MEMBER – FOR MISSED REGULAR WAGE AND CONTRIBUTION INFORMATION, you must use the Online Adjustment method. You cannot make this type of adjustment in a bulk upload file.

Figure 31: *Select Adjustment Type* Screen



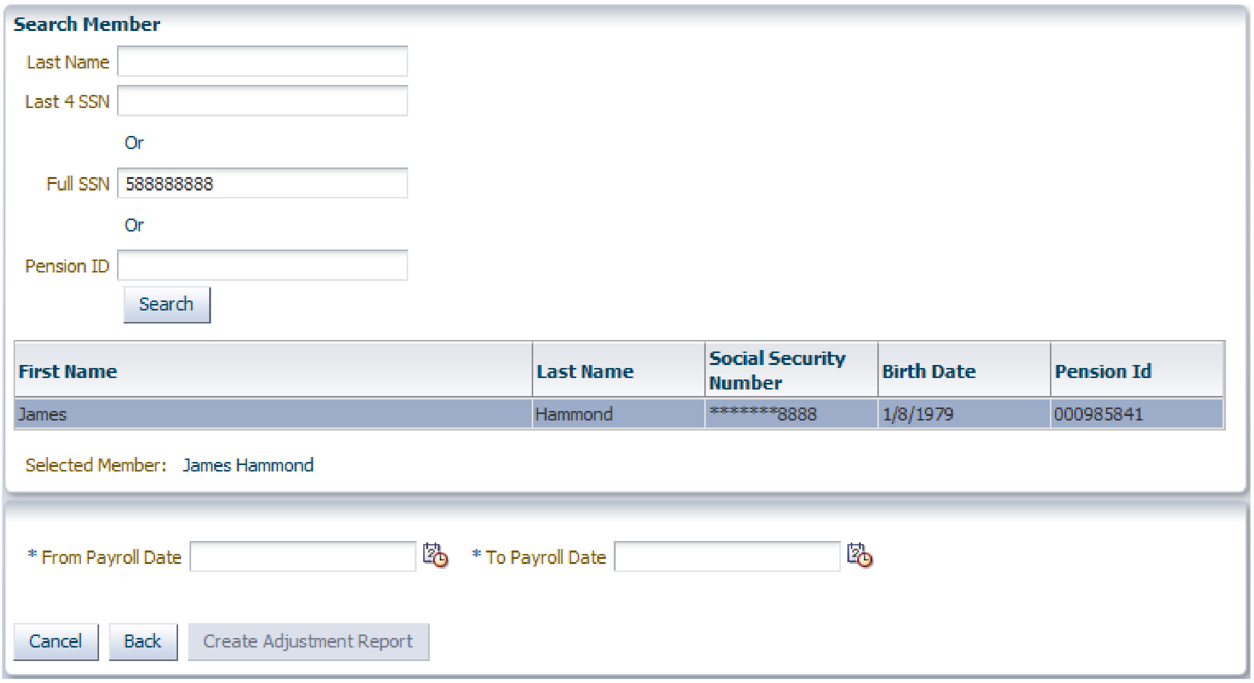
To select an adjustment type:

1. Click the radio button in front of the adjustment type.
2. Click the **Next** button.

Adjustment Type: By Member – For Adjustment to Previously Submitted Information

When you select the **By Member - for adjustment to previously submitted information** radio button, the *Search Member* screen opens, as shown in Figure 32.

Figure 32: *Search Member* Screen



Searching for a Member

Use the search fields in the top section of the screen to locate the member whose wage and contribution information you need to adjust. You can search for a member account using the member's:

- Last name and the last 4 digits of the member's Social Security Number (SSN), or
- Full SSN, or
- Pension ID

To search for a member by last name and last four digits of the member's SSN:

1. Enter the member's last name into the **Last Name** field.
2. Enter the last four digits of the member's SSN into the **Last 4 SSN** field.
3. Click the **Search** button.

To search for a member using the member's full nine-digit SSN:

1. Enter the member's SSN into the **Full SSN** field.
2. Click the **Search** button.

To search for a member using the member's Pension ID:

1. Type the member's nine-digit Pension ID into the **Pension ID** field.
2. Click the **Search** button.

The member's first and last name, Social Security Number, and nine-digit Pension ID number appear in a grid below the search field.

To select a member, click the member's name in the grid so that the row is highlighted.

Locating the Transaction to Adjust and Creating the Adjustment Report

Once you identify the member, enter the pay period date range for the transaction you need to adjust.

To enter the date range, as shown in Figure 32:

1. Enter the pay period start date into the **From Payroll Date** field.
2. Enter the pay period end date into the **To Payroll Date** field.
3. When all the required fields are complete, click the **Create Adjustment Report** button. The *Adjustment Report* screen displays, as shown in Figure 33.

Figure 33: *Adjustment Report* Screen

The *Adjustment Report* screen displays a grid containing the following fields for the transactions that were submitted for the member during the specified pay period date range:

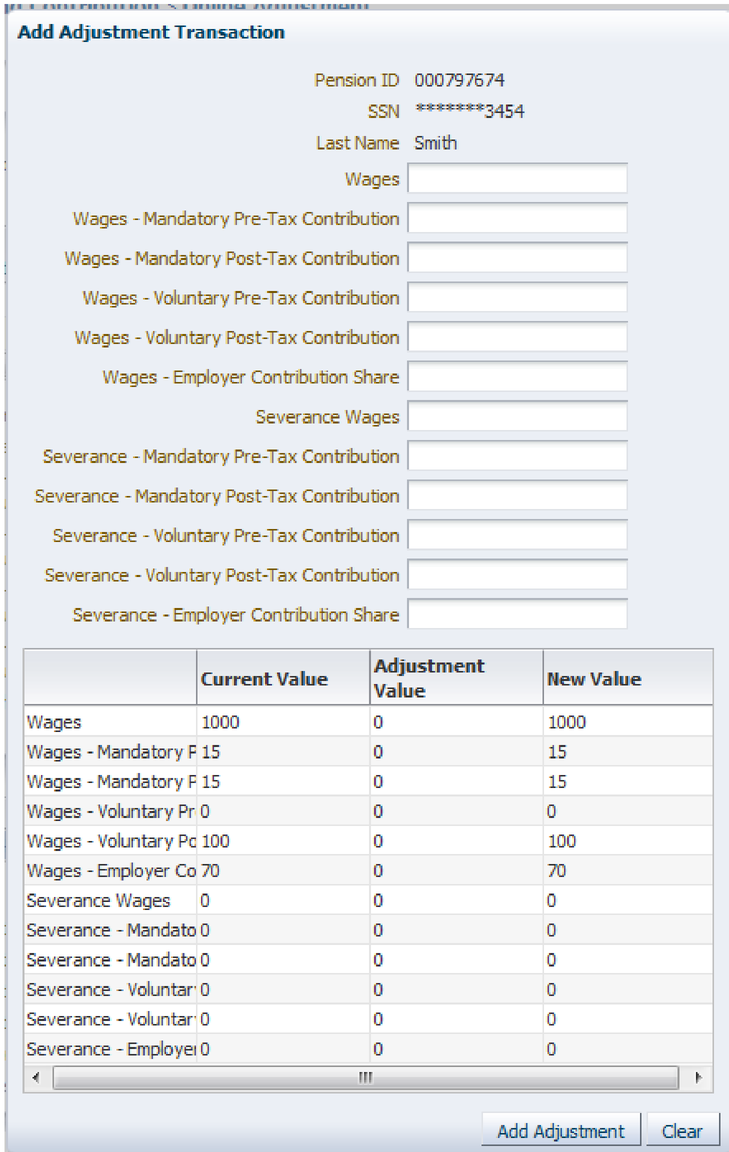
- New Adjustment Transaction
- Prior Adjustments
- Report ID
- Payroll Date
- Last four digits of SSN
- Last Name

Adding Wage and Contribution Adjustment Information

Once you've identified the transaction(s) to be adjusted, you'll need to add wage and contribution details to the adjustment report. To add wage and contribution adjustment details:

1. Click the *Add* hyperlink in the "New Adjustment Transaction" column of the grid next to the transaction(s) you wish to adjust. This opens the Add Adjustment Transaction pop-up box, as shown in Figure 34.

Figure 34: Add Adjustment Transaction Pop-Up Box



The Add Adjustment Transaction pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share

- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

2. Type information only into the fields that need to be adjusted. Once you leave a field, the value you entered will be added to the current value in the grid at the bottom of the screen to give you the field's new value.

NOTE: If you need to enter a negative adjustment, enter a negative sign (-) in front of the value.

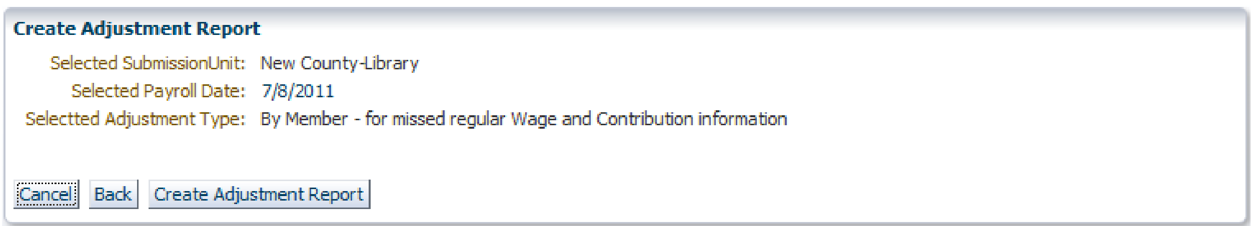
3. When you have made all the required changes, click the **Add Adjustment** button. All required fields, marked with an asterisk (*), must be completed before saving.

Adjustment Type: By Member – For Missed Regular Wage and Contribution Information

NOTE: When creating an adjustment BY MEMBER – FOR MISSED REGULAR WAGE AND CONTRIBUTION INFORMATION, you must use the ONLINE ADJUSTMENT method. You cannot make this type of adjustment in a bulk upload file.

When you select the **By Member - for missed regular Wage and Contribution information** radio button, the *Create Adjustment Report* screen opens, as shown in Figure 35.

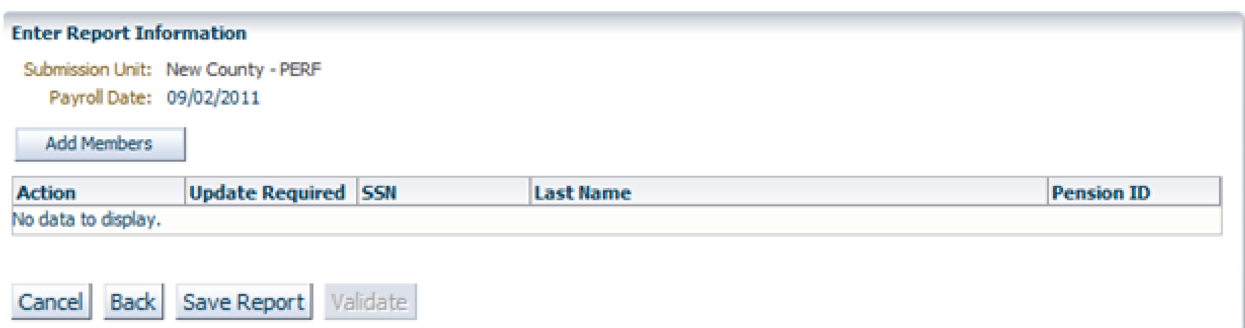
Figure 35: *Create Adjustment Report* Screen



If the selected Submission Unit, payroll date and adjustment type shown on the screen are correct, click the **Create Adjustment Report** button to continue with the adjustment report.

The *Enter Report Information* screen opens, as shown in Figure 36.

Figure 36: *Enter Report Information* Screen

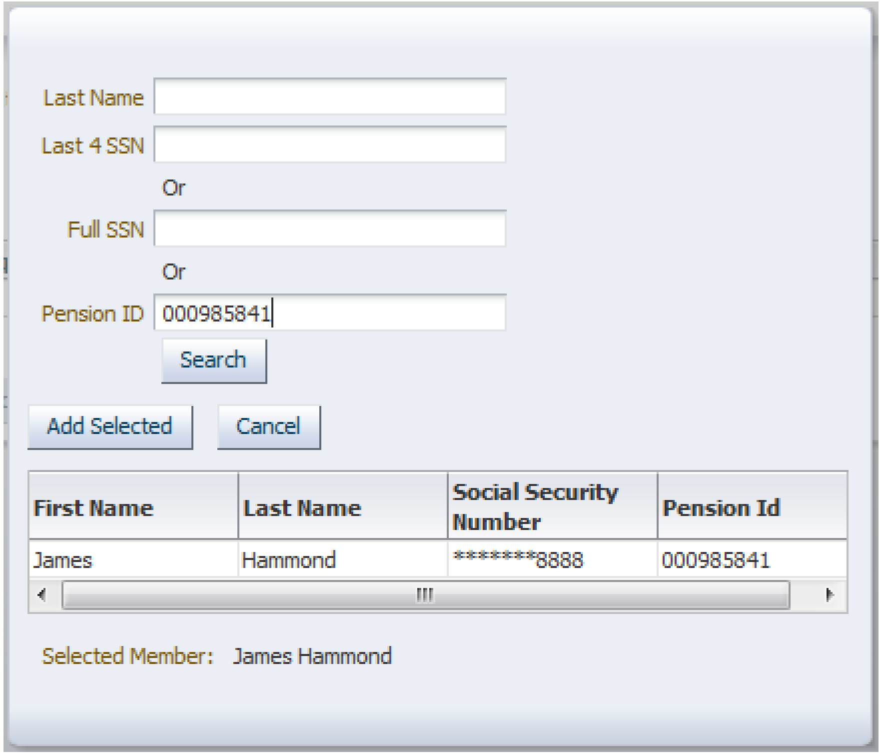


Adding Members to the Adjustment Report

Use the *Enter Report Information* screen to add a member to the adjustment report. To add a member:

1. Click the **Add Members** button. The Add Member pop-up box opens, as shown in Figure 37.

Figure 37: Add Member Pop-Up Box



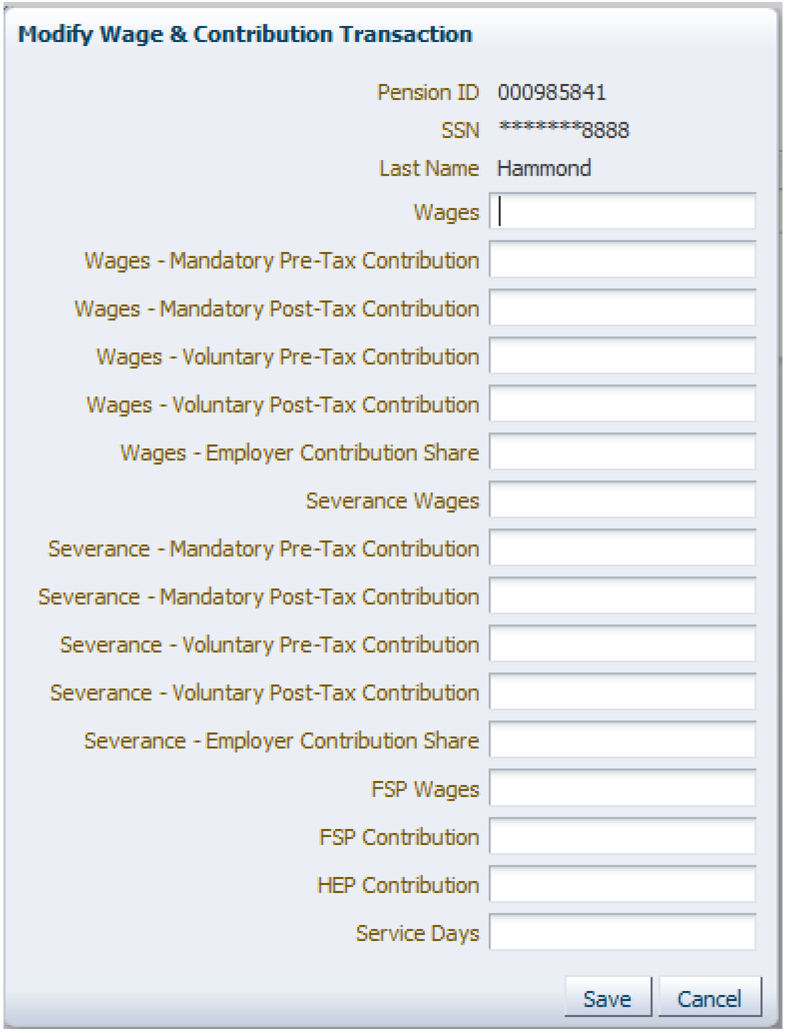
2. Search for the member you wish to add to the report using the member's:
    - Last name and the last 4 digits of the member's Social Security Number (SSN), or
    - Full SSN, or
    - Pension ID
3. Enter search criteria into the search fields and click the **Search** button. The member's first and last name, last four digits of SSN and nine-digit Pension ID number appear in a grid below the search field.
4. To select a member, click the member's record in the grid. Click the **Add Selected** button to add the member to the adjustment report. The Add Member pop-up box will close, and you will be redirected to the *Enter Report Information* screen to enter wage and contribution adjustment information for the member.

Entering Wage and Contribution Adjustment Details

To add wage and contribution details to the adjustment report:

1. Click the *Modify* hyperlink next to the member's name in the grid. This opens the Modify Wage and Contribution Transaction pop-up box, as shown in Figure 38.

Figure 38: Modify Wage & Contribution Transaction Pop-up Box



The Modify Wage and Contribution Transaction pop-up box shows the selected member's Pension ID, partial SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution
- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages

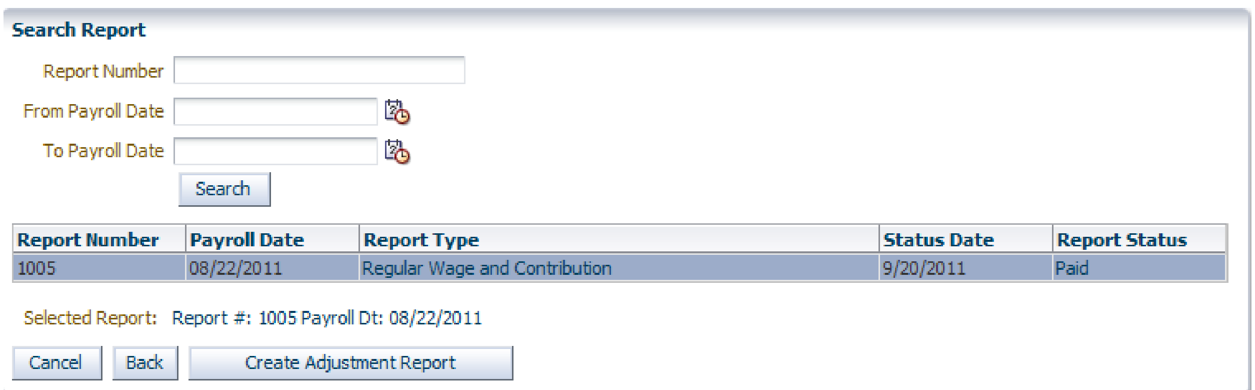
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

2. Complete all applicable fields in the pop-up box and click the **Save** button.

Adjustment Type: By Report

When you select the **By Report** radio button, the *Search Report* screen opens, as shown in Figure 39.

Figure 39: *Search Report* Screen



The search fields on the screen allow you to locate a report using:

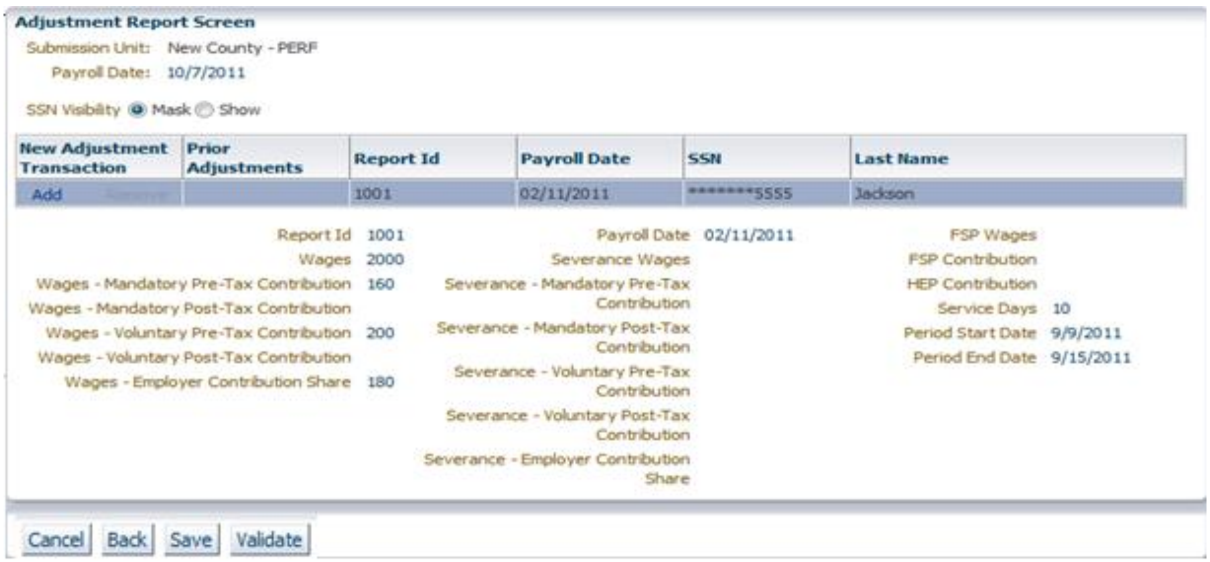
- Report Number (this number is automatically generated by the application and can be found in the Submission Reports section of ERM)
- From Payroll Date
- To Payroll Date

Locating a Report to Adjust

To locate the report you need to adjust:

1. Enter data for the report you want to find into the fields and click the **Search** button. A list of reports that match the criteria entered into the search fields appears in the grid below the search fields.
2. Click the record for the report you need.
3. Click the **Create Adjustment Report** button. The *Adjustment Report* screen opens, as shown in Figure 40.

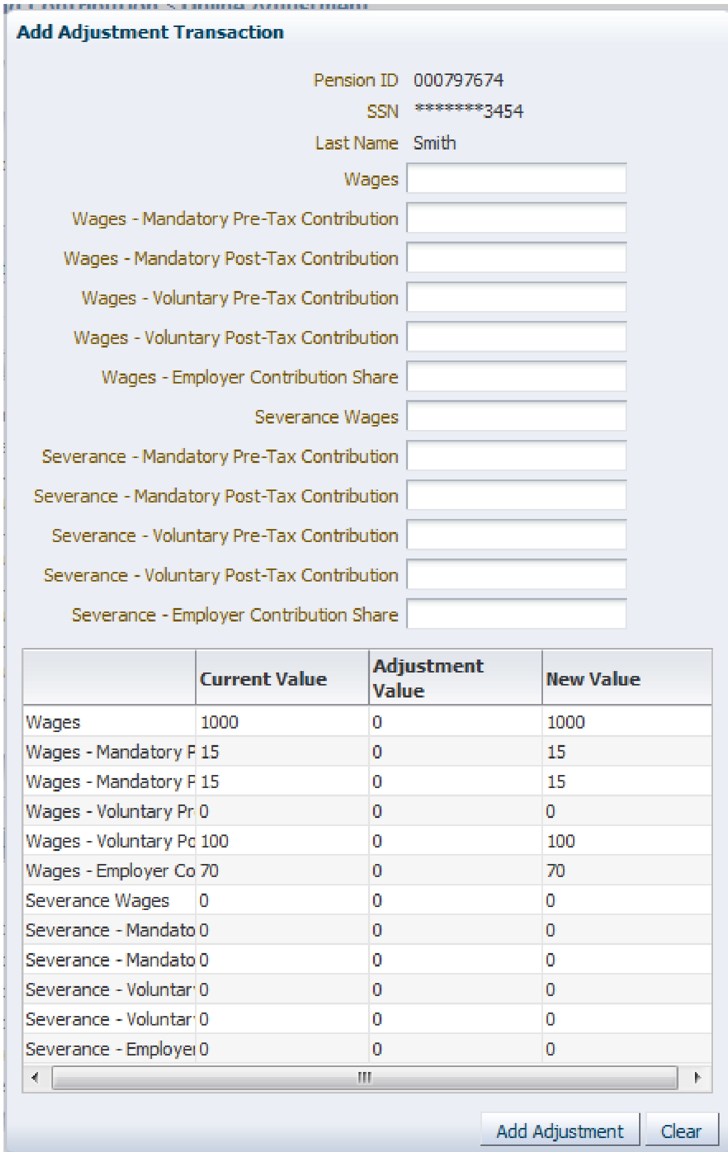
Figure 40: *Adjustment Report* Screen



Adding Adjustment Transaction Details

Clicking the *Add* hyperlink in the "New Adjustment Transaction" column, next to the transaction you wish to adjust, opens the Add Adjustment Transaction pop-up box, as shown in Figure 41. Use this screen to add the wage and contribution adjustment details to the report.

Figure 41: Add Adjustment Transaction Pop-Up Box



Add Adjustment Transaction

Pension ID 000797674
SSN ********3454
Last Name Smith
Wages
Wages - Mandatory Pre-Tax Contribution
Wages - Mandatory Post-Tax Contribution
Wages - Voluntary Pre-Tax Contribution
Wages - Voluntary Post-Tax Contribution
Wages - Employer Contribution Share
Severance Wages
Severance - Mandatory Pre-Tax Contribution
Severance - Mandatory Post-Tax Contribution
Severance - Voluntary Pre-Tax Contribution
Severance - Voluntary Post-Tax Contribution
Severance - Employer Contribution Share

	Current Value	Adjustment Value	New Value
Wages	1000	0	1000
Wages - Mandatory F	15	0	15
Wages - Mandatory F	15	0	15
Wages - Voluntary Pr	0	0	0
Wages - Voluntary Pc	100	0	100
Wages - Employer Co	70	0	70
Severance Wages	0	0	0
Severance - Mandato	0	0	0
Severance - Mandato	0	0	0
Severance - Voluntar	0	0	0
Severance - Voluntar	0	0	0
Severance - Employe	0	0	0

Add Adjustment | Clear

The pop-up box shows the selected member's Pension ID, last four digits of SSN and last name, and contains the following additional fields:

- Wages
- Wages - Mandatory Pre-Tax Contribution

- Wages - Mandatory Post-Tax Contribution
- Wages - Voluntary Pre-Tax Contribution
- Wages - Voluntary Post-Tax Contribution
- Wages - Employer Contribution Share
- Severance Wages
- Severance - Mandatory Pre-Tax Contribution
- Severance - Mandatory Post-Tax Contribution
- Severance - Voluntary Pre-Tax Contribution
- Severance - Voluntary Post-Tax Contribution
- Severance - Employer Contribution Share
- FSP Wages (TRF only)
- FSP Contribution (TRF only)
- HEP Contribution (TRF only)
- Service Days (TRF only)

To add wage and contribution adjustment details:

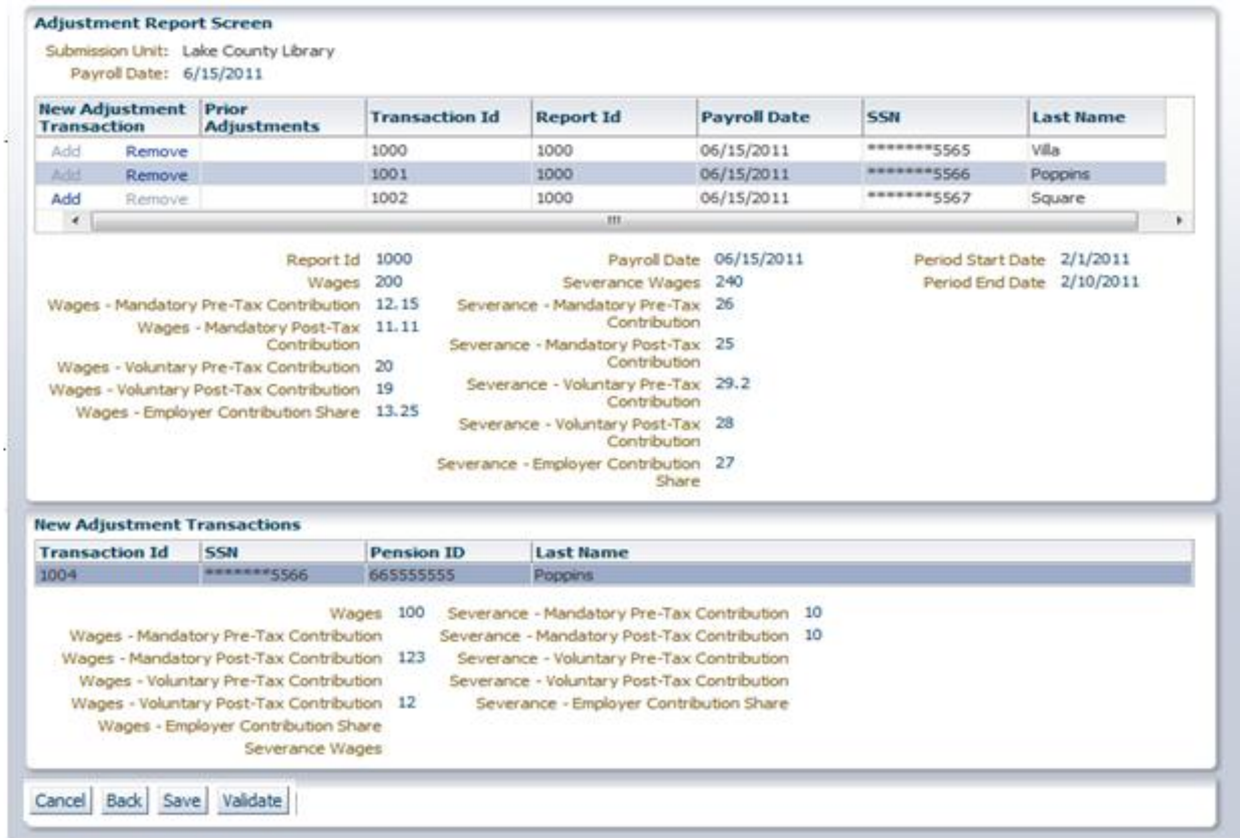
1. Type information only into the fields that need to be adjusted. Once you type the information into a field and tab off of it, the value entered will be added to the current value in the grid at the bottom of the screen to give you the new value.

NOTE: If you need to enter a negative adjustment, type a negative sign (-) in front of the value.

2. When you have made all the required changes, click the **Add Adjustment** button. All required fields, marked with an asterisk (*), must be completed before saving.

Clicking the **Add Adjustment** button returns you to the *Adjustment Report* screen. A new section, the New Adjustment Transactions section, appears on this screen, as shown in Figure 42. This section contains the details for the adjustment you just added to the report.

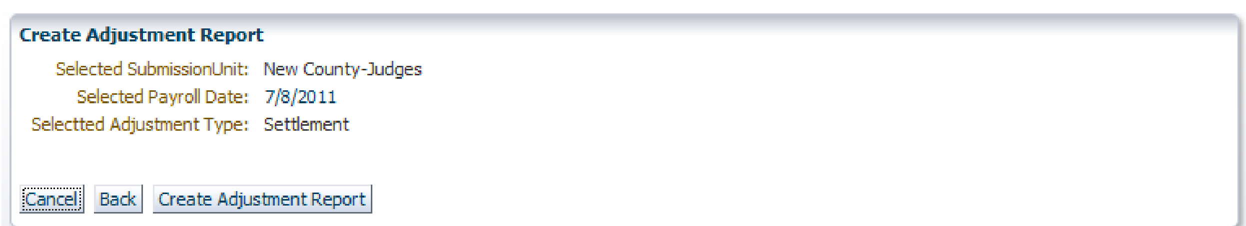
Figure 42: New Adjustment Transaction Section on the *Adjustment Report* Screen



Adjustment Type: Settlement

When you select the **Settlement** radio button, the *Create Adjustment Report* screen opens, as shown in Figure 43.

Figure 43: ***Create Adjustment Report* Screen**



To create the adjustment report, click the **Create Adjustment Report** button. This opens the *Enter Report Information* screen, as shown in Figure 44.

Figure 444: *Enter Report Information* Screen

Adding Members to the Adjustment Report

Use the *Enter Report Information* screen to add members to the adjustment report. To add a member:

1. Click the **Add Members** button. The Add Member pop-up box opens.
2. Search for the member(s) you wish to add to the report by using the member's:
    - Last name and the last 4 digits of the member's Social Security Number (SSN), or
    - Full SSN, or
    - Pension ID
3. Click the **Search** button. The member's first and last name, last four digits of social security number, and nine-digit Pension ID number appear in a grid below the search field.
4. To select the member(s), click the checkbox next to the member's record in the grid. Click the **Add Selected** button to add the member(s) to the adjustment report. The Add Member pop-up box will close, and you will be redirected to the *Enter Report Information* screen. There you will enter wage and contribution information to the adjustment report.

Entering Settlement Adjustment Details

To add wage and contribution details to the adjustment report:

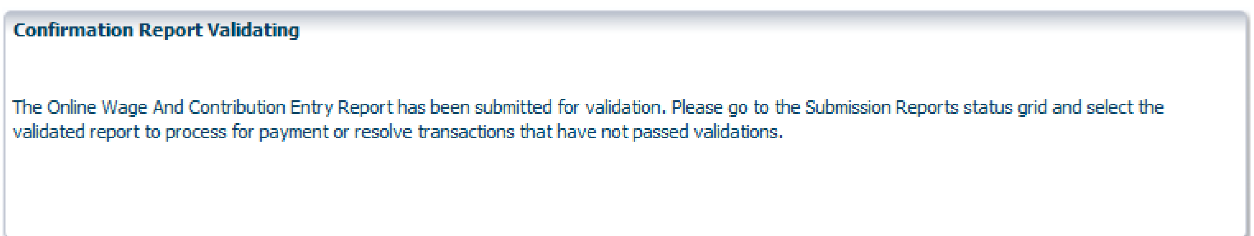
1. Click the *Modify* hyperlink next to the member's name in the grid. This opens the Modify Wage & Contribution Transaction pop-up box.
2. Complete all applicable fields in the pop-up box and click the **Save** button. All required fields, marked with an asterisk (*), must be completed before saving.

Canceling, Saving or Validating the Wage and Contribution Adjustment

Once you've added wage and contribution adjustment information for all the members included in the adjustment report, you'll need to either cancel the report, save it for processing later or submit the report to the ERM application for validation by completing the following:

1. Click the **Cancel** button to return to the main menu. You will be asked to confirm this action. If you continue with the cancellation of the report, a notification that the online adjustment was cancelled will be displayed. The adjustment report will not be saved.
2. Click the **Back** button to return to the previous page.
3. Click the **Save** button to save the report to ERM and submit it for processing at a later date.
4. Validate the data in the report by clicking the **Validate** button. The confirmation notification shown in Figure 45 appears.

Figure 455: Validation Confirmation Notification



Viewing Validation Results

Once the report is sent for validation, access the Submission Reports section of ERM to view the validation results. In the Submission Reports section, you can review the following information for any report sent for validation:

- The number of transactions that passed validation
- The number of transactions that passed validation with only warnings
- The number of transactions that failed with only errors
- The number of transactions that failed with both warnings and errors
- The total number of transactions processed
- The transactions that passed validation and have been submitted for payment
- The transactions that have not been submitted for payment

Any transaction that fails validation is placed into the Exception Queue.

NOTE: All settlement adjustment transactions that are sent to the Exception Queue must be resolved before a settlement adjustment report can be processed for payment. Before a settlement adjustment report can be processed for payment, INPRS Staff must review it and release it from settlement hold status.

Managing Submission Reports

Once you've submitted wage and contribution, adjustment or settlement adjustment transactions for validation, you can access the report through the Submission Reports section of the ERM application to view the validation results and process the report for payment.

Use the Submission Reports section to complete the following:

- View wage and contribution reports submitted for validation.
- Resolve errors in wage and contribution reports.
- Process validated wage and contribution reports for payment.
- Edit payment dates for wage and contribution reports in "Future Payment Status."
- View detailed wage and contribution reports.
- View wage and contribution summary reports.
- Delete wage and contribution reports.

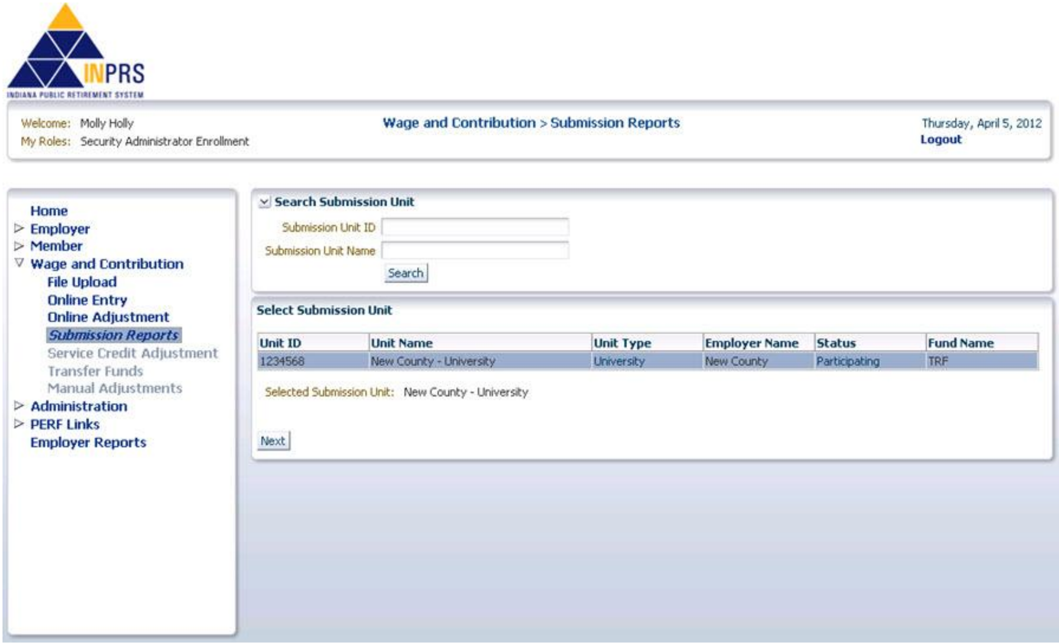
Accessing Submission Reports

To access submission reports:

1. Click the arrow to the left of "Wage and Contribution" in the Navigation Menu.
2. Choose "Submission Reports" from the drop-down menu.

The *Select Submission Unit* screen, as shown in Figure 46 opens.

Figure 466: Submission Report *Select Submission Unit* Screen



The *Select Submission Unit* screen contains two search fields that allow you to locate a Submission Unit by Submission Unit ID number or name.

To search for a Submission Unit by ID:

1. Type the Submission Unit ID in the **Submission Unit ID** field.
2. Click the **Search** button.

To search for a Submission Unit by name:

1. Type the name of the Submission Unit in the **Submission Unit Name** field.
2. Click the **Search** button.

NOTE: Only the Submission Units that you have access to view will be displayed in the grid.

.

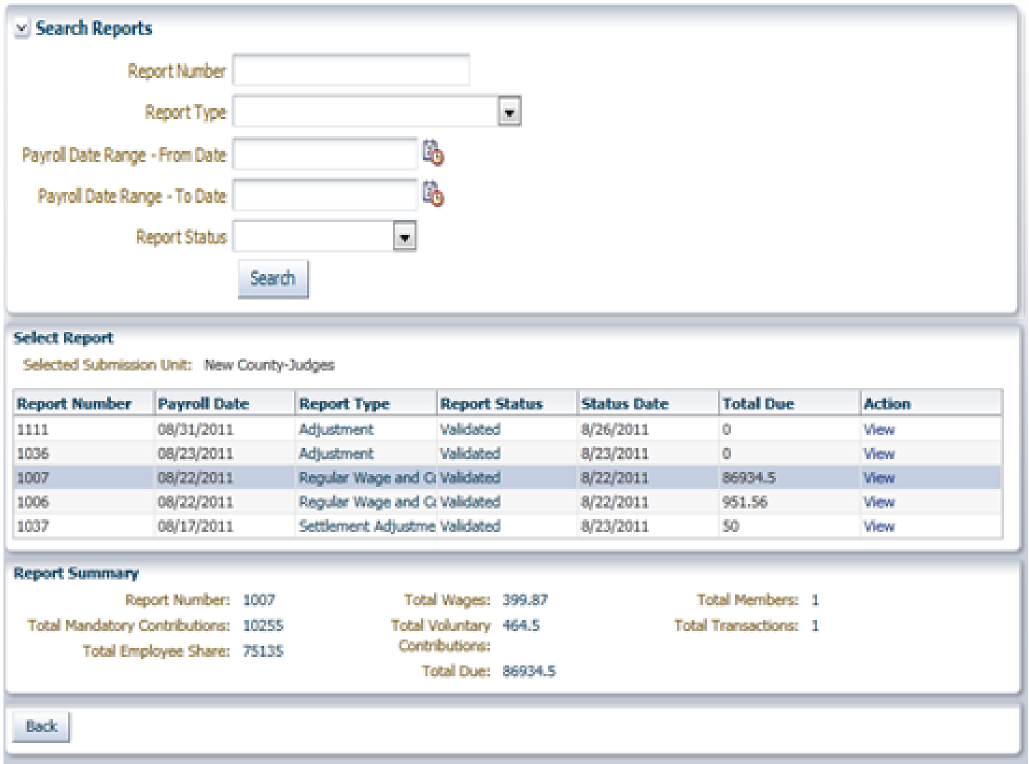
To select a Submission Unit from the scrollable grid:

1. Scroll through the grid until the Submission Unit you wish to view wage and contribution submission reports for is visible.
2. Click the Submission Unit name.
3. Click the **Next** button.

Managing Submission Reports

Once you have selected a Submission Unit, the *Search Reports* screen opens, as shown in Figure 47. Use this screen to locate the Submission Report you wish to view.

Figure 477: *Search Reports* Screen



The top portion of the *Search Reports* screen contains a group of fields that you can use to locate a submission report. You can search for submission reports using:

- Report Number
- Report Type
- Payroll Date Range – From Date
- Payroll Date Range – To Date
- Report Status

Enter search criteria into the appropriate fields and click the **Search** button.

A list of submission reports matching the search criteria appear in the grid in the Select Report section of the *Search Reports* screen.

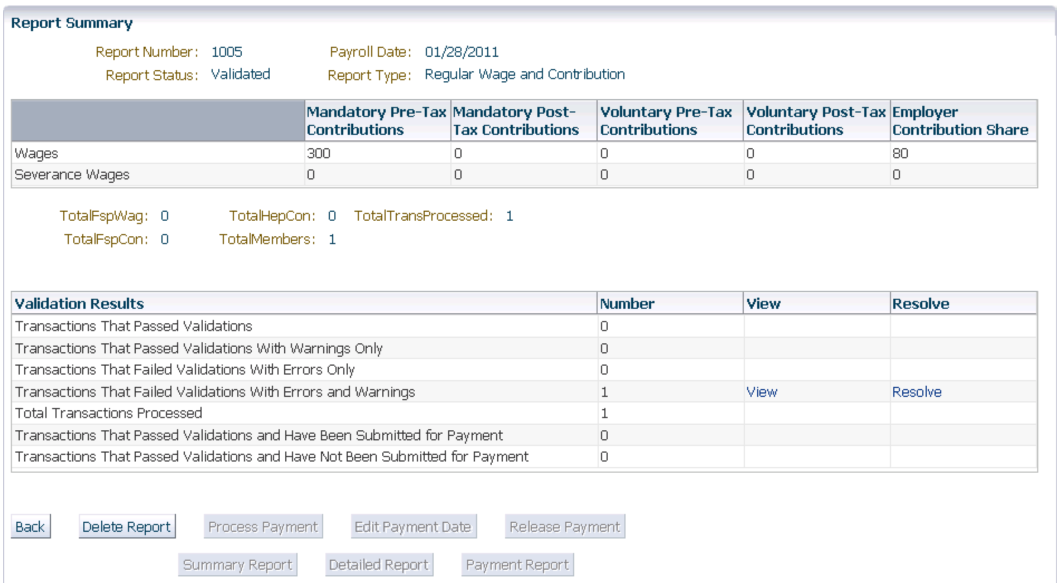
When you select a report from the grid, a summary appears in the Report Summary section below the grid.

Viewing Submission Reports

To view a submission report:

1. Locate the report you wish to view in the Select Report grid.
2. Click the *View* hyperlink in the "Action" column. The *Report Summary* screen opens, as shown in Figure 48.

Figure 488: *Report Summary* Screen


Report Summary

Report Number: 1005 Payroll Date: 01/28/2011
Report Status: Validated Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share
Wages	300	0	0	0	80
Severance Wages	0	0	0	0	0

TotalFspWag: 0 TotalHepCon: 0 TotalTransProcessed: 1
TotalFspCon: 0 TotalMembers: 1

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	1	View	Resolve
Total Transactions Processed	1		
Transactions That Passed Validations and Have Been Submitted for Payment	0		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back | Delete Report | Process Payment | Edit Payment Date | Release Payment
Summary Report | Detailed Report | Payment Report

The *Report Summary* screen provides a detailed overview of the wage and contribution report including report number, report status, payroll date, report type and a summary of the contributions included on the report.

The Validation Results grid on the screen shows the results of the validation process for the selected report, including the number of transactions included in the report, the number of transactions that passed validations, the number of transactions that failed validations, the number of transactions that have been submitted for payment and the number of transactions that have not been submitted for payment.

NOTE: To understand the difference between ERRORS and WARNINGS, please refer to the Glossary of Important Terms.

NOTE: If any transactions in the chosen report failed validation, the Process for Payment button at the bottom of the screen will be grayed out. You must review each failed transaction and confirm that you've viewed these transactions before the button becomes active and a report can be processed for payment.

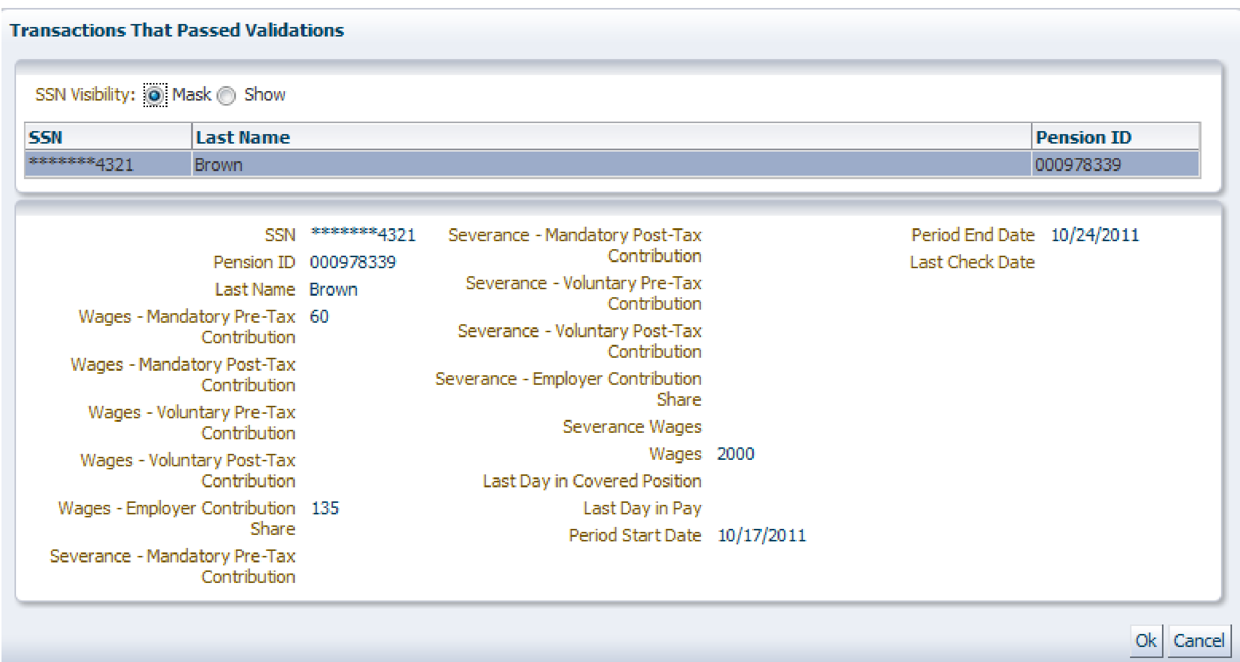
Viewing Transactions in Submission Reports

Use the *Report Summary* screen to view any transactions in the selected report. You can view transactions that passed validation and those that failed.

To view a transaction that passed validation:

1. Click the *View* hyperlink in the "View" column of the Validation Results table, as shown in Figure 48. A pop-up box with transaction information appears on the screen. See Figure 49 for an example of the pop-up box for transactions that passed validation.
2. When you are finished, click the **Ok** button at the bottom of the pop-up box to return to the *Report Summary* screen.

Figure 49: Transactions That Passed Validations Pop-Up Box

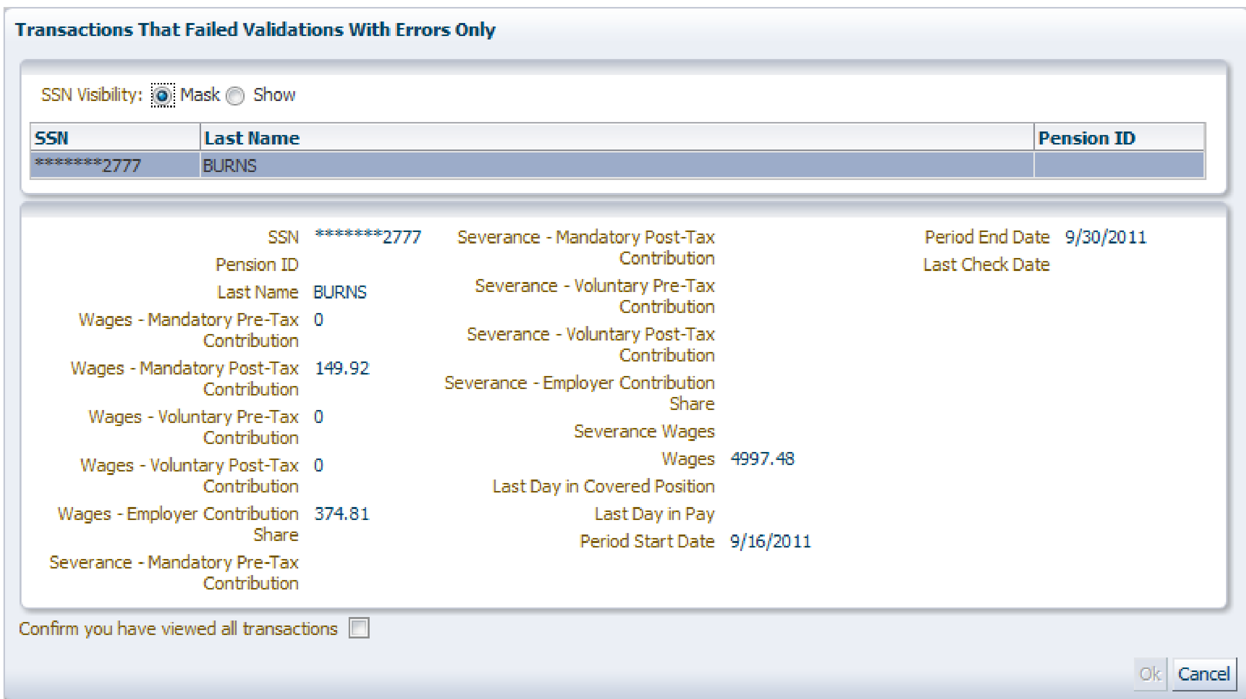


To view transactions that failed validation:

1. Click the *View* hyperlink in the "View" column of the Validation Results table, as shown in Figure 48. A pop-up box containing a list of all the transactions in the chosen report that failed validation appears on the screen, as shown in Figure 50.
2. Choose a transaction from the grid at the top of the screen. Data for the chosen transaction appears in the fields below the grid.
3. When you are finished, click the checkbox at the bottom of the screen to confirm you have viewed each transaction that failed validation.
4. Click the **Ok** button to return to the *Report Summary* screen.

NOTE: Before a report can be processed for payment, you must review each transaction that failed validation.

Figure 490: Transactions That Failed Validations Pop-Up Box



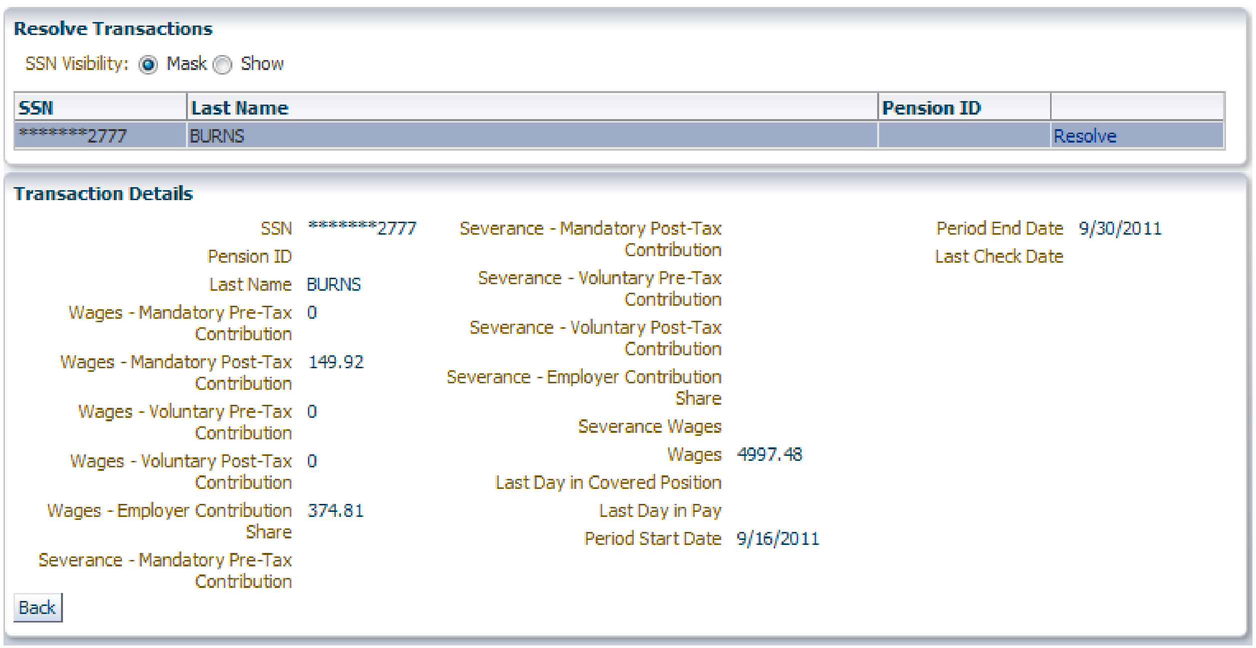
Resolving Errors in Submission Reports

Once you have viewed the transactions in the report, you'll need to resolve errors for transactions that failed validation.

To resolve errors in submission reports:

1. Click the *Resolve* hyperlink in the "Resolve" column of the Validation Results grid for 'Transactions That Passed Validations With Warnings Only', 'Transactions That Failed Validations with Errors Only' and 'Transactions That Failed Validations With Errors and Warnings,' as shown on Figure 48. This opens the *Resolve Transactions* screen, as shown in Figure 51.

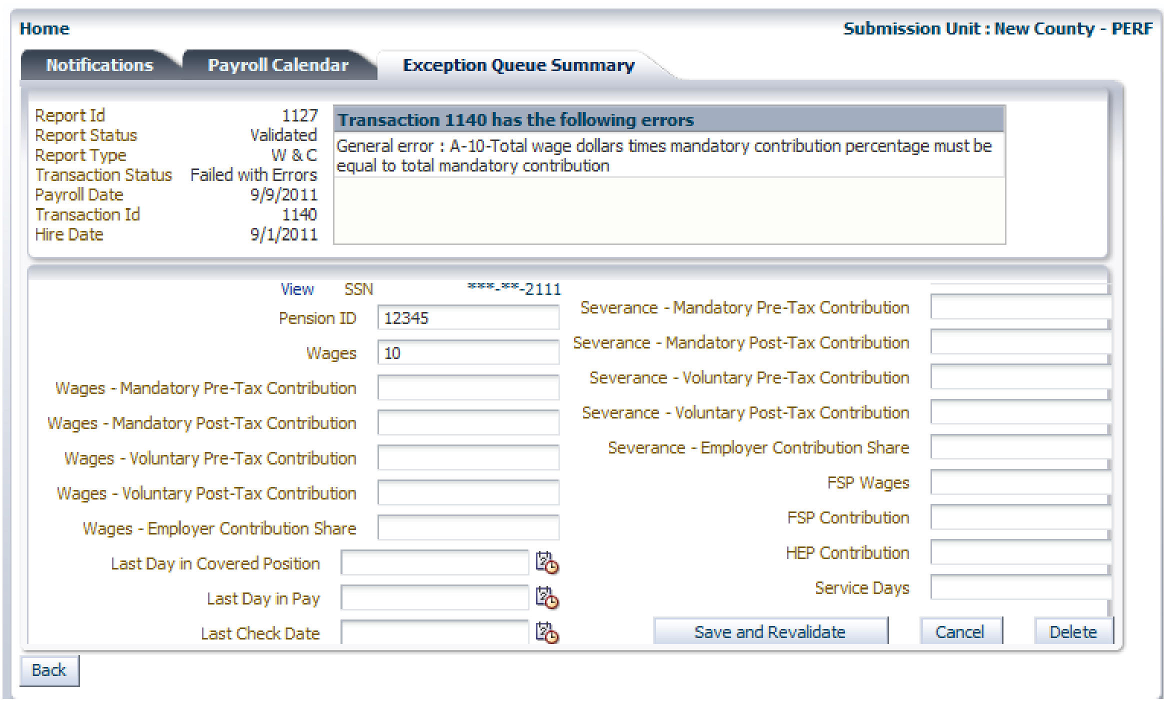
Figure 501: *Resolve Transactions* Screen



2. Click the *Resolve* hyperlink in the grid. This opens the transaction to modify, as shown in Figure 52.
3. The error(s) associated with the transaction are listed in a table in the upper right of the summary screen.
4. Locate a data field that contains an error.
5. Type the corrected information into each field that contains an error.
6. Click the **Save and Revalidate** button. The summary screen closes, and you return to the *Resolve Transactions* screen.
7. If you would like to delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box will appear confirming you want to delete the transaction.

NOTE: If you need assistance troubleshooting errors in wage and contribution transactions, see the User Manual Appendix for a list of error codes and the requirements for resolving the error.

Figure 512: Modify Transaction for Wage and Contribution Transactions with Errors



Processing Submission Reports for Payment

Once a wage and contribution or adjustment report is validated and you have confirmed you reviewed any transaction that failed validation, you can process the wage and contribution report for payment.

To process a Submission Report for payment, first locate the report you wish to process.

To locate a Submission Report:

1. Click the arrow to the left of "Wage and Contribution" in the Navigation Menu.
2. Choose "Submission Reports" from the drop-down menu.
3. Search for a report using Section 1 of the *Search Reports* screen, as shown in Figure 47.
4. Select a report from the grid on the *Search Reports* screen.
5. Click the *View* hyperlink in the "Action" column next to the report you wish to view. The *Report Summary* screen opens, as shown in Figure 48.

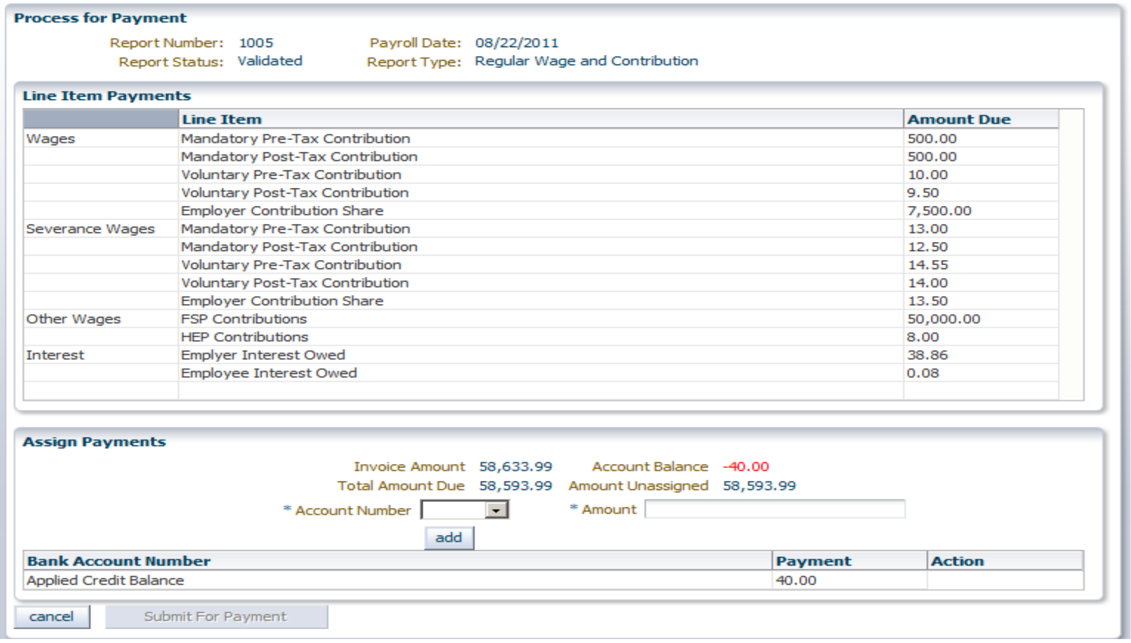
NOTE: If there are transactions that have remained in the Exception Queue for 30 days or more, you will be unable to submit reports for payment until you resolve these errors. It is very important to keep the Exception Queue clear and resolve errors in a timely manner.

Before a report can be processed for payment, you must confirm that you have viewed all transactions that failed validation.

If the report is a settlement adjustment, all transactions that failed validations must be resolved before the report can be submitted for payment.

To process a report for payment, click the **Process for Payment** button to process the transactions that passed validation. The *Process for Payment* screen opens, as shown in Figure 53.

Figure 523: *Process for Payment* Screen


Process for Payment

Report Number: 1005 Payroll Date: 08/22/2011
Report Status: Validated Report Type: Regular Wage and Contribution

Line Item Payments

	Line Item	Amount Due
Wages	Mandatory Pre-Tax Contribution	500.00
	Mandatory Post-Tax Contribution	500.00
	Voluntary Pre-Tax Contribution	10.00
	Voluntary Post-Tax Contribution	9.50
	Employer Contribution Share	7,500.00
Severance Wages	Mandatory Pre-Tax Contribution	13.00
	Mandatory Post-Tax Contribution	12.50
	Voluntary Pre-Tax Contribution	14.55
	Voluntary Post-Tax Contribution	14.00
	Employer Contribution Share	13.50
Other Wages	FSP Contributions	50,000.00
	HEP Contributions	8.00
Interest	Emplyer Interest Owed	38.86
	Employee Interest Owed	0.08

Assign Payments

Invoice Amount 58,633.99 Account Balance -40.00
Total Amount Due 58,593.99 Amount Unassigned 58,593.99
* Account Number * Amount
add

Bank Account Number	Payment	Action
Applied Credit Balance	40.00	

cancel Submit For Payment

NOTE: If the report is being submitted late for payment, interest will be added to the report.

The *Process for Payment* screen has two sections:

- The top section displays the report number, report status, payroll date and report type. It also contains a line item breakdown of the total payments contained in the report.
- The bottom section contains four fields that display detailed information about the report being submitted for payment:
  - The **Invoice Amount** field shows the total amount due for the selected report.
  - The **Account Balance** field shows the credit or debit balance of the Submission Unit’s account.
    - If the amount shown in this field appears in red, the amount is a credit and will automatically be applied toward the payment being made.
    - If the amount shown in this field is in black, the amount is a debit. Debits will be added to the amount due on the report being submitted for payment.

- The **Total Amount Due** field shows the invoice amount plus any debit balance or minus any credit balance.
- The **Amount Unassigned** field shows any remaining balance that has not yet been assigned for payment.

This section also contains fields used to assign payment amounts for each bank account (if applicable).

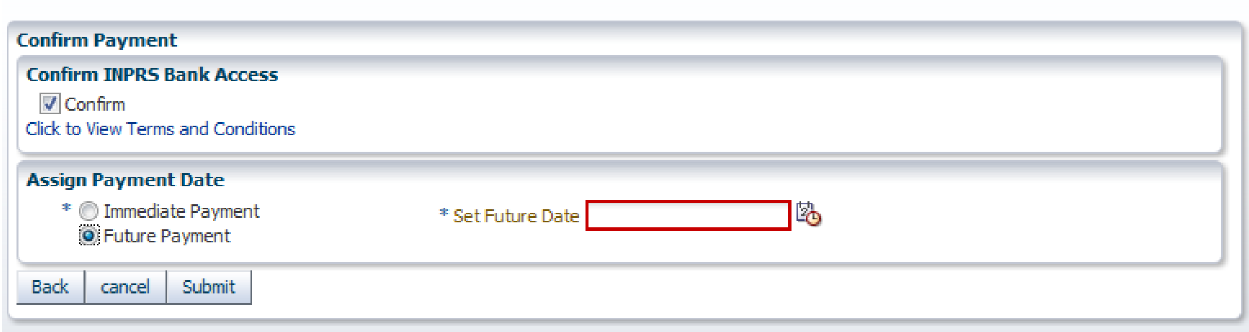
NOTE: If there is a credit on the Submission Unit account, it will automatically be applied to the submitted report, reducing the total amount owed, as shown in the Bank Account Number table at the bottom of Figure 53.

To assign payments:

1. Select an account number from the drop-down menu in the **Account Number** field.
2. Identify the amount to be paid from the chosen account in the **Amount** field.
3. Click the **add** button to add the payment to the Bank Account Number table in the Assign Payments section of the screen.
4. To make payments from more than one account, identify another bank account using the **Account Number** field, then identify the amount to be paid in the **Amount** field.
5. When the value in the **Amount Unassigned** field is zero, click the **Submit For Payment** button.

Once you click the **Submit For Payment** button on the *Process for Payment* screen, the *Confirm Payment* screen opens, as shown in Figure 54.

Figure 534: *Confirm Payment* Screen



To confirm payment:

1. Click the **Confirm** checkbox in the Confirm INPRS Bank Access section of the screen to allow INPRS to deduct the payment amounts from each bank account specified. To review the Terms and Conditions, please click the *Click to View Terms and Conditions* hyperlink.
2. Identify the payment date in the **Payment Date** field found in the Assign Payment Date section of the screen. You can choose from the following options:
   - Immediate Payment
   - Future Payment Date

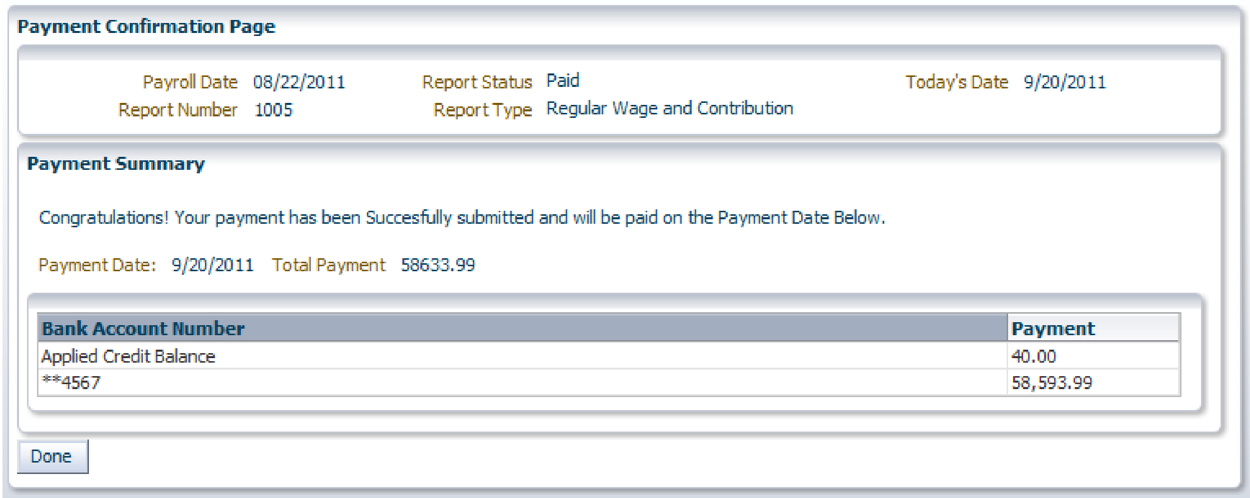
NOTE:

- **If you choose "Future Payment," the date entered cannot be after the Payroll Date.**
- **You cannot choose "Future Payment" when submitting an adjustment report.**

3. Click the **Submit** button. The *Payment Confirmation Page*, as shown in Figure 55, opens. Review the details on the page, including the payment summary and the bank account(s) and payment(s) shown in the Bank Account Number grid.
4. Click the **Done** button to return to the *Report Summary* screen.

NOTE: If a wage and contribution payment is overdue, the Payment Date field will not appear in the Assign Payment Date section of the screen. Instead, a notification that the payment due date has been exceeded appears, and the payment is processed on the date the report is submitted.

Figure 545: *Payment Confirmation* Page



Payment Confirmation Page

Payroll Date 08/22/2011 Report Status Paid Today's Date 9/20/2011
Report Number 1005 Report Type Regular Wage and Contribution

Payment Summary

Congratulations! Your payment has been Succesfully submitted and will be paid on the Payment Date Below.

Payment Date: 9/20/2011 Total Payment 58633.99

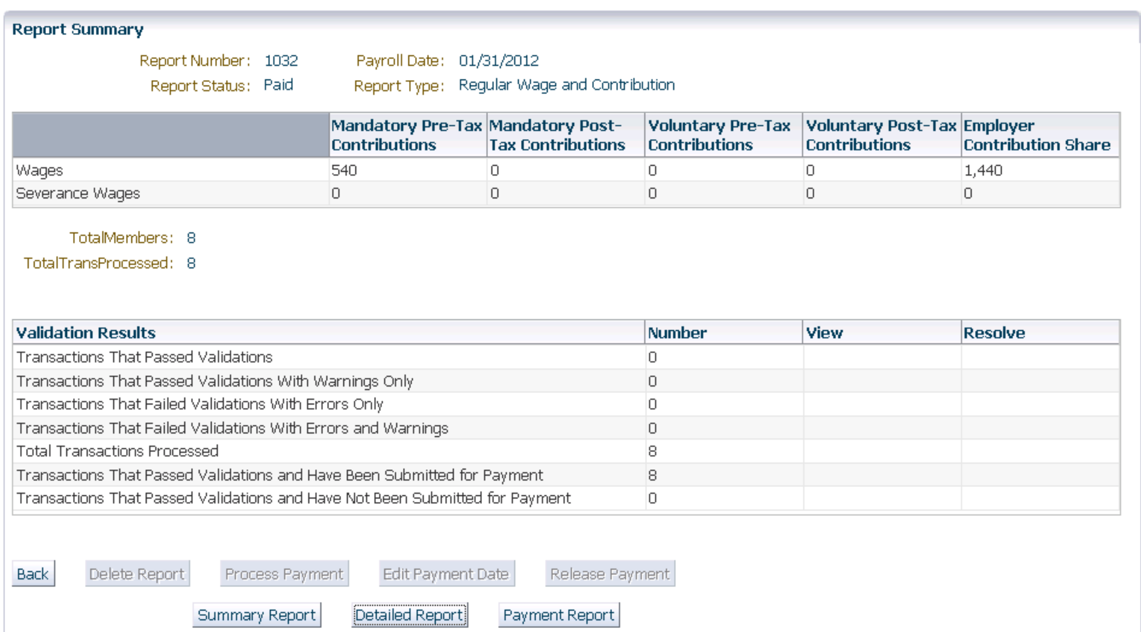
Bank Account Number	Payment
Applied Credit Balance	40.00
**4567	58,593.99

Done

Accessing Report Summary Screen Buttons

You can use the additional buttons at the bottom of the *Report Summary* screen, as shown in Figure 56, to carry out additional activities on wage and contribution reports.

Figure 556: *Report Summary* Screen



Report Summary

Report Number: 1032 Payroll Date: 01/31/2012
Report Status: Paid Report Type: Regular Wage and Contribution

	Mandatory Pre-Tax Contributions	Mandatory Post-Tax Contributions	Voluntary Pre-Tax Contributions	Voluntary Post-Tax Contributions	Employer Contribution Share
Wages	540	0	0	0	1,440
Severance Wages	0	0	0	0	0

TotalMembers: 8
TotalTransProcessed: 8

Validation Results	Number	View	Resolve
Transactions That Passed Validations	0		
Transactions That Passed Validations With Warnings Only	0		
Transactions That Failed Validations With Errors Only	0		
Transactions That Failed Validations With Errors and Warnings	0		
Total Transactions Processed	8		
Transactions That Passed Validations and Have Been Submitted for Payment	8		
Transactions That Passed Validations and Have Not Been Submitted for Payment	0		

Back | Delete Report | Process Payment | Edit Payment Date | Release Payment
Summary Report | Detailed Report | Payment Report

Deleting Submission Reports

Any reports that have not been submitted for payment can be removed from the ERM application.

To delete a Submission Report:

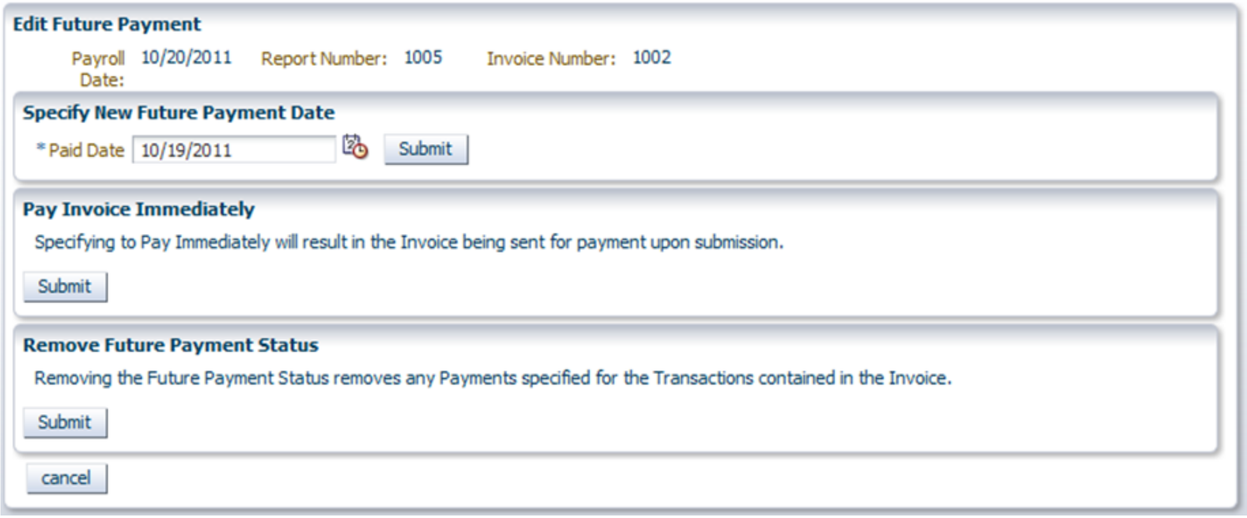
1. Click the **Delete Report** button as shown in Figure 56. A Confirm Delete pop-up box opens.
2. Click the **Ok** button to delete the report.

Editing Payment Dates

For reports with a “Future Payment” status, meaning a wage and contribution payment is set for a future date, you can change the payment date.

Click the **Edit Payment Date** button, as shown in Figure 56, to open the *Edit Future Payment* screen, as shown in Figure 57.

Figure 567: *Edit Future Payment* Screen



You can complete any of the following using the sections on the *Edit Future Payment* screen:

1. Change the future payment date to a new future date (not past the payroll date).
2. Remove the future payment date and send the payment immediately.
3. Remove the future payment date, which would return the report to a “Validated” status. All payment information will be removed from the report. At this point, the Employer User can edit the report as they would any “Validated” status report and then process it for payment.

Releasing Payments

The **Release Payment** button is used by INPRS Staff Users to release settlement adjustments for payment by Employer Users. The button becomes active when a Submission Unit has submitted a settlement adjustment report.

Once an INPRS Staff User has reviewed the settlement information and the settlement report, they release the settlement adjustment for payment by the Submission Unit.

NOTE: All settlement adjustments submitted by Employer Users automatically go into a settlement hold status until an INPRS Staff User reviews and approves the settlement information and releases the settlement adjustment for payment. Only then can the Employer User submit the settlement adjustment for payment.

Viewing Summary, Detailed, and Payment Reports

Additional reports can be viewed by pressing the buttons at the bottom of the *Report Summary* screen, as shown in Figure 56.

- Click the **Summary Report** button to view a summary of the wage and contribution transactions submitted for payment.
- Click the **Detailed Report** button to view a detailed report of the wage and contribution transactions submitted for payment.
- Click the **Payment Report** button to view an invoice-like report of the line items you have submitted for payment.

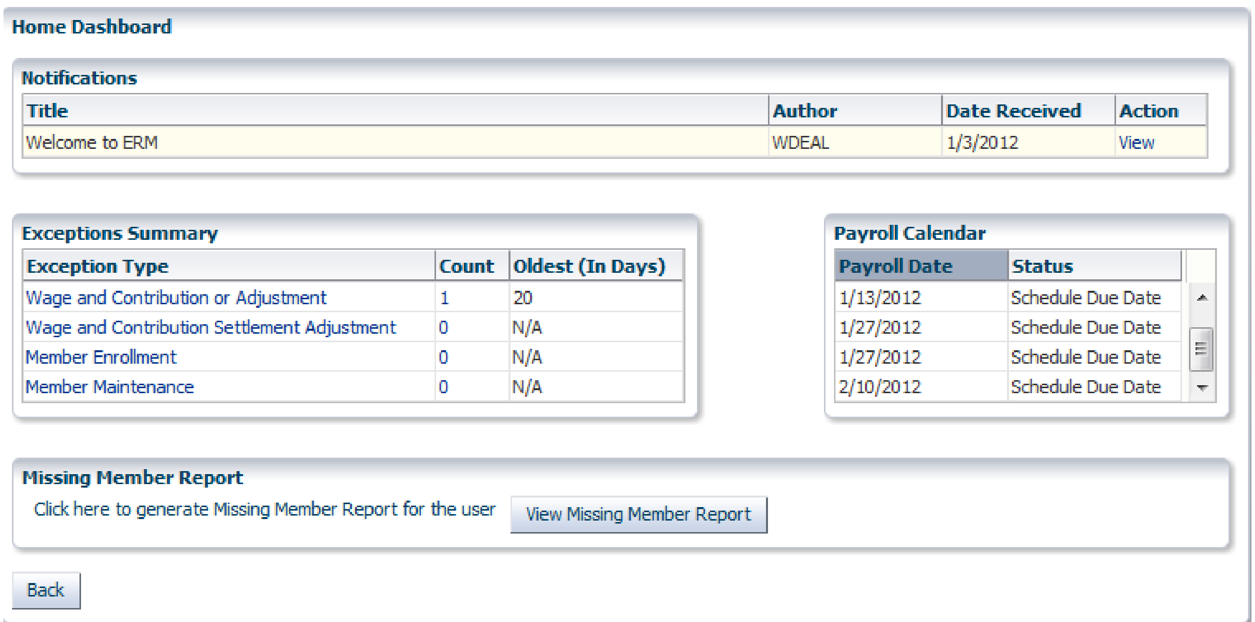
Managing the Wage and Contribution Exception Queues

For any wage and contribution transaction that fails validation, you must resolve the error before the transaction is accepted and can be processed for payment.

To access the Exception Queue:

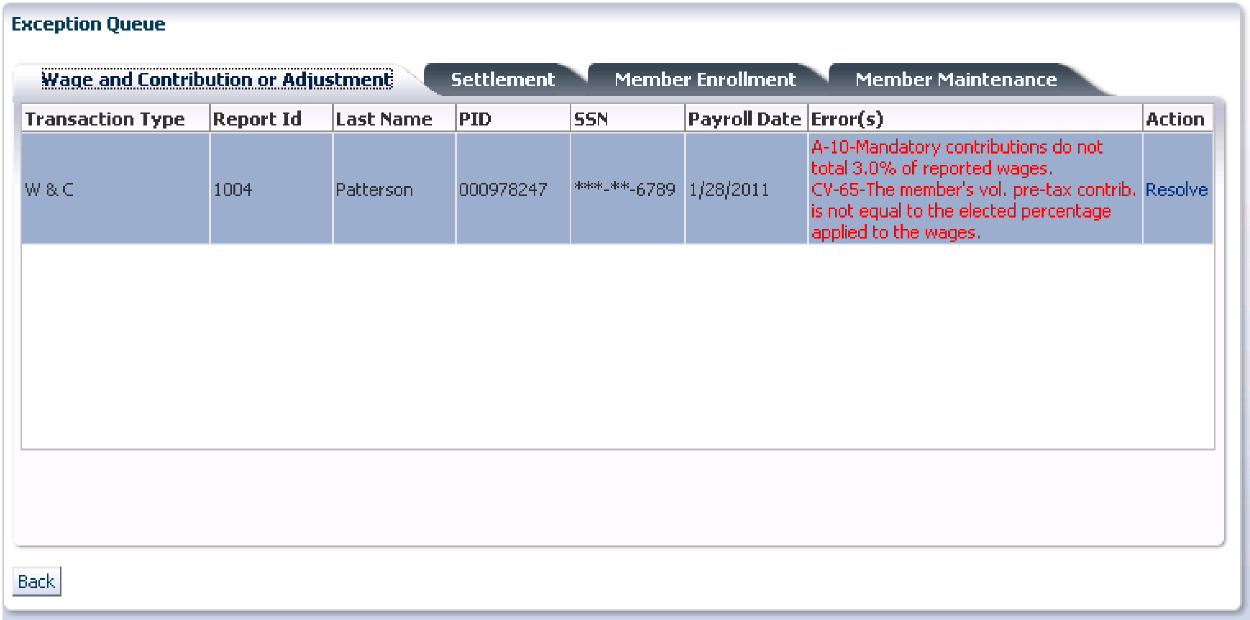
1. Select the applicable Submission Unit on the ERM *Home* page.
2. Click the **Next** button. The *Home Dashboard* screen for the Submission Unit opens, as shown in Figure 58.

Figure 57: *Home Dashboard* Screen



3. To view one of the Wage and Contribution Exception Queues, click a *Wage and Contribution or Adjustment* or *Wage and Contribution Settlement Adjustment* hyperlink in the “Exception Type” column of the Exceptions Summary section of the Home Dashboard.
4. The wage and contribution exceptions appear in the table, as shown in Figure 59.

Figure 59: Wage and Contribution or Adjustment Exception Queue



To view the exceptions:

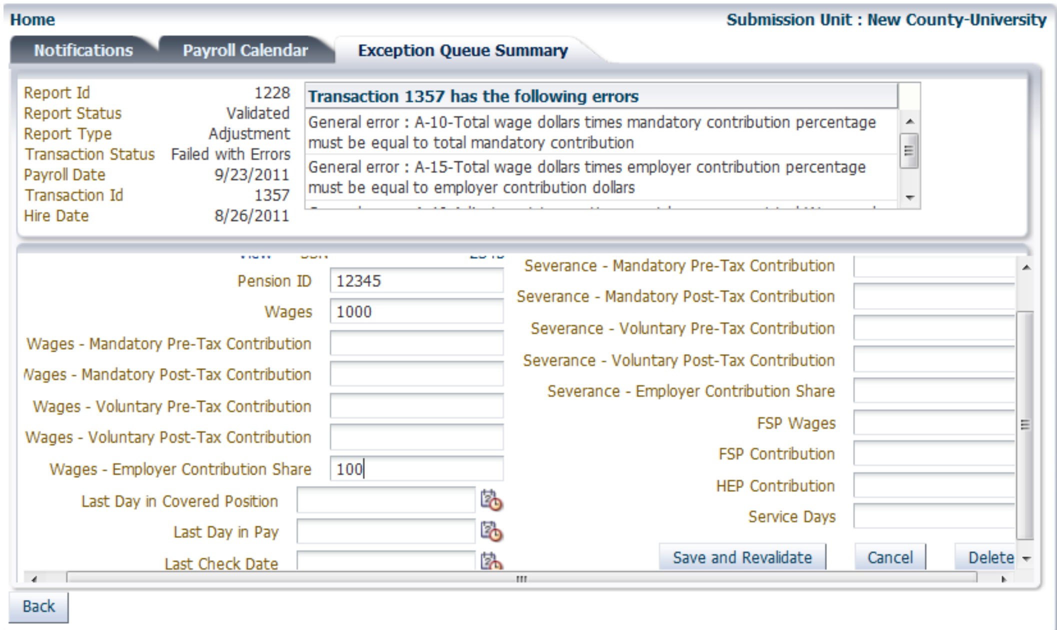
1. Click the *Resolve* hyperlink in the "Action" column of the table to open a summary screen for the chosen transaction. The error(s) that caused the transaction to appear in the Exception Queue are listed in the upper right of the summary screen.
2. Review the error(s).
3. Click the **Back** button to return to the Exception Queue summary.
4. When you are finished reviewing the Exception Queue summary, click the **Back** button to return to the ERM *Home* page.

NOTE: If there are transactions that have remained in the Exception Queue for 30 days or more you will be unable to submit reports for payment until you resolve these errors. It is very important to keep your Exception Queue clear and resolve errors in a timely manner.

To resolve the errors listed in the Exception Queue summary:

1. Click the *Resolve* hyperlink in the "Action" column of the table (Figure 59) to open a summary screen for the transaction, as shown in Figure 60.

Figure 580: *Transaction Summary* Screen



2. Type the corrected information into each field that contains an error.
3. Click the **Save and Revalidate** button. The transaction summary screen closes, and you return to the Exception Queue Summary screen.
4. If you would like to delete the transaction because it was entered erroneously, click the **Delete** button. A pop-up box will appear confirming you want to delete the transaction.

Appendix: Wage and Contribution Exception Queue Troubleshooting

Table 2: ERM Application Wage and Contribution Exception Queue Troubleshooting Guide

Error Code	Message	Action
A-10	**PERF/TRF:** Mandatory contributions do not total 3% of reported wages. **77/JU:** Mandatory contributions do not total 6% of reported wages.	Check mandatory contribution (pre- or post-tax) amount to ensure it is the correct percentage of the wages. User may need to correct the mandatory contribution (pre- or post-tax) amount or the wages amount.
A-15	Employer contributions do not total X% of reported wages.	Check Employer Share (ER) amount to ensure it is the correct percentage of wages. User may need to correct the Employer Share (ER) amount or the wages amount.
A-20	FSP Wages must not be greater than total wage dollars.	Check the FSP wages amount to ensure it is not greater than the wages amount. User may need to correct the FSP wages amount or the wages amount (TRF only).
A-25	Negative amounts are not permitted for wage and contribution transactions.	Ensure all wage and contribution amounts are positive.
A-30	Negative adjustment exceeds value originally reported.	Ensure adjustment amount does not exceed the value originally reported. Accumulated adjustment for this pay period cannot make the amount less than zero.
A-40	Adjustment transactions must have an associated Wage and Contribution transaction.	When entering an adjustment via file upload, the transaction must first have an original wage and contribution transaction to adjust. Check the pay period start date and pay period end date of the original transaction that you wish to adjust and make sure they match the pay period start and end dates of the adjustment transaction being entered in the file upload.
A-45	Multiple previous regular W&C submissions found.	If multiple regular wage and contribution transactions are found for the time period of the adjustment transction you will receive the A-45 error message. If this occurs please ensure the period start and end date of the adjustment transaction are correct. If those are correct please contact INPRS as additional assistance will be required.
C-20	As FSP wages were not submitted for this member, FSP contributions must be zero.	If FSP wages were not submitted, then the FSP contributions amount must be zero. User may need to correct the FSP wages amount or the FSP contributions amount (TRF only).

Error Code	Message	Action
C-22	As FSP wages were submitted for this member, FSP contributions must also be submitted.	If FSP wages were submitted, then the FSP contributions amount cannot be zero. User may need to correct the FSP contributions amount or the FSP wages amount (TRF only).
C-24	Member is in a Millie Morgan (In-Service Retirement) status which cannot receive FSP Contributions. Ensure FSP Contributions are not reported.	Member is in a Millie Morgan (In-Service Retirement) status, which cannot receive FSP contributions. Remove FSP contributions for this member (TRF only).
C-25	Total wages must be equal to or less than the certified salary for the reported time period.	Member's total annual wages have exceeded the certified salary amount for the year. User may need to correct the wages amount on this transaction or make an adjustment to a past wages amount (‘77 Fund only).
CV-10	Sub. Unit elected to "pick up" all mandatory contribs.; Member post-tax contribs. must be zero.	Ensure mandatory post-tax contributions are zero.
CV-15	Sub. Unit did not elect to "pick up" all mandatory contribs.; Member pre-tax contribs. must be zero.	Ensure mandatory pre-tax contributions are zero.
CV-25	Employer contributions must be zero.	Employer Share Contributions cannot be submitted for JU Fund members.
CV-35	Total voluntary contributions must be zero.	Ensure voluntary contributions (pre- and post-tax) are zero.
CV-40	Member joined the Fund before 7/1/1995 and Employer Share should be zero.	Ensure Employer Share (ER) amount is zero (TRF only).
CV-42	Member is reported by State Auditor and contributions are not equal to specified contribution rates.	Check Employer Share (ER) amount to ensure it is the correct percentage of wages. User may need to correct the Employer Share (ER) amount or the wages amount (TRF only).

Error Code	Message	Action
CV-45	Mbr joined Fund on/after 7/1/1995; Total of ER Share and FSP Contrib. doesn't match ER contrib. rate	Check Employer Share (ER) amount plus FSP contributions amount to ensure it is the correct percentage of wages. User may need to correct the Employer Share (ER) amount, the FSP contributions amount or the wages amount (TRF only).
CV-50	Member's FSP contribution is not equal to FSP contribution rate.	Check FSP contributions amount to ensure it is the correct percentage of FSP wages. User may need to correct the FSP contributions amount or the FSP wages amount (TRF only).
CV-55	Sub. Unit does not accept vol. pre-tax contrib.; Vol. pre-tax contrib. cannot be entered.	Ensure voluntary pre-tax contribution amount is zero.
CV-60	Member did not elect to make vol. pre-tax contribs.; Vol. pre-tax contribs. must be zero.	Ensure voluntary pre-tax contribution amount is zero.
CV-65	The member's vol. pre-tax contrib. is not equal to the elected percentage applied to the wages.	Ensure voluntary pre-tax contribution amount is the correct percentage of wages based on the percentage elected by the member. This elected percentage can be found in the Modify Member section of ERM.
CV-75	Adjustment is for period prior to 7/1/1995 and Employer Share contributions should be zero.	Ensure Employer Share (ER) amount is zero for adjustments to transactions before July 1, 1995, (TRF only).
CV-80	Mandatory contributions of 3% must be submitted for the first $2000 of severance wages.	Check the severance - mandatory contribution amount (pre- or post-tax) to ensure it is 3% of the first $2,000 of severance wages. User may need to correct the severance - mandatory contribution amount (pre- or post-tax) or the severance wages amount.
CV-86	Severance Wages and Contributions are not allowed.	Severance Wages are not allowed for members in the 77 Fund, JU fund, or PA Fund
CV-87	Employer Share must be X% of severance wages.	Check the severance - Employer Share (ER) amount to ensure it is the correct percentage of severance wages. May need to correct the severance - Employer Share (ER) amount or the severance wages amount.

Error Code	Message	Action
CV-90 **CV-91** **CV-92** **CV-93** **CV-94** **CV-95**	Employer Share must be X% of the first $2000 of severance wages.	Check the severance - Employer Share (ER) amount to ensure it is the correct percentage of the first $2,000 of severance wages. May need to correct the severance - Employer Share (ER) amount or the severance wages amount.
CV-96	Sub. Unit does not accept vol. pre-tax contrib.; Vol. pre-tax contrib. cannot be entered.	Ensure severance - voluntary pre-tax contributions are zero.
CV-97	Mbr. did not elect to make vol. pre-tax contrib.; Vol. pre-tax contrib.must be zero.	Ensure severance - voluntary pre-tax contributions are zero.
CV-98	Member's vol. pre-tax contrib. is not equal to the elected % applied to the severance wages.	Ensure severance - voluntary pre-tax contribution amount is the correct percentage of severance wages based on the percentage elected by the member. This elected percentage can be found in the Modify Member section of ERM.
L-10	Accumulated wages in the fiscal year exceed the IRS limit of ######.	Member's total annual wages have exceeded the IRS limit for the year. User may need to correct the wages amount on this transaction or make an adjustment to a past wages amount.
L-15	Accumulated wages in the fiscal year exceed the OBRA 1993 limit of ######.	Member's total annual wages have exceeded the OBRA limit for the year. User may need to correct the wages amount on this transaction or make an adjustment to a past wages amount.
L-20 **L-21**	Total pre- and post-tax voluntary contributions cannot exceed 10% of wages reported.	Check the voluntary contribution amounts (pre- and post-tax) to ensure the total does not exceed 10% of the wages amount. User may need to correct the voluntary contribution amount (pre- or post-tax) or the wages amount.
L-25 **L-26**	Zero service days have been reported for this member.	Ensure the service days amount reported is not zero (TRF only). This is only a warning and doesn't have to be resolved before payment if information is valid.
L-30	Accum. total man. contrib. dollars in the fiscal year exceed the IRS limit of ######.	Member's total annual mandatory contributions (pre- and post-tax) have exceeded the IRS limit for the year. User may need to correct the mandatory contribution amount (pre- or post-tax) on this transaction or make an adjustment to a past mandatory contribution amount (pre- or post-tax).
L-40	Member cannot be reported with more than "X" days of service.	Ensure the correct number of service days is reported for the member (TRF only).

Error Code	Message	Action
L-45	The total of Mandatory Pre-Tax Contributions and Mandatory Post-Tax Contributions must equal zero if no wages are reported.	If an adjustment transaction was submitted because mandatory pre-tax contributions were incorrectly reported and should have been reported as mandatory post-tax contributions or vice versa, then the net difference between the two must be zero. Ensure mandatory pre-tax and mandatory post-tax amounts are correct.
L-50	Wage and Contribution were reported as zero.	Ensure the wages amount is not zero.
L-54	The difference between FSP Contributions and Employer Share must be zero if no wages are reported.	If an adjustment transaction was submitted because FSP contributions were incorrectly reported and needed to be reported as Employer Share (ER), then the net difference between the two must be zero. Ensure FSP contributions and Employer Share (ER) amounts are correct (TRF only).
L-55	Wages for this period exceed previous period wages by more than 15%.	Ensure the correct amount was reported for wages. User may need to correct the wages amount on this transaction or make an adjustment to the wages amount reported last pay period. This is only a warning and doesn't have to be resolved before payment if information is valid.
M-10 **M-11** **M-12**	Two of the following three fields must be entered for submission to occur: SSN PID Last Name	Ensure the transaction contains at least two of the three identification fields.
M-15 **M-25**	Member is not active in a covered position.	Member is not in one of the statuses eligible to submit wage and contribution for the time period being reported. Member must be in one of the statuses to be eligible to submit wage and contribution: Active, Millie Morgan, Elected Official, State Disability, Preliminary or Estimated Retirement.
M-21	SSN and Last Name do not match record on file.	Ensure the two identification fields provided with the transaction are for the same member and match what is currently in ERM. If the last name for a member needs to be updated, update this in the Modify Member section of ERM and resubmit the transaction.
M-22	PID and Last Name do not match record on file.	Ensure the two identification fields provided with the transaction are for the same member and match what is currently in ERM. If the last name for a member needs to be updated, update this in the Modify Member section of ERM and resubmit the transaction.
M-30	The SSN and/or PID do not match any Member in the Submission Unit specified.	Ensure the SSN and/or PID submitted are correct for the member. May need to enroll the member into the Submission Unit.
M-32	Member is not enrolled in the Submission Unit being reported.	Ensure the member was enrolled in the Submission Unit for the time period being reported on the adjustment transaction.

Error Code	Message	Action
M-40	Member has been reported multiple times.	Only one regular wage and contribution transaction can be reported per member per pay period. Delete any duplicate transactions and revalidate the correct transaction.
M-45	Employer contributions are not accepted for Elected Officials or Millie Morgans (In-Service Retirements).	**For PERF** – Ensure Employer Share (ER) amount is zero. **For TRF** – Ensure Employer Share (ER) amount, FSP Contributions amount and HEP contributions amount are all zero.
M-55	Member has reached the maximum of 22 years of service and can no longer contribute to the Fund.	If member has reached 22 years of service, he or she can no longer make contributions to the Fund. Delete the transaction from ERM (JU Fund only).
M-57	Member has reached the maximum of 32 years of service, and employee contributions are no longer accepted.	If member has reached 32 years of service, he or she can no longer make employee contributions to the Fund. Delete the employee contributions from the transaction ('77 Fund only).
M-65 **M-70**	Member account balance is zero. No negative adjustments are permitted.	Member is either in a status that does not allow for negative adjustments, or member has already had account disbursed to him or her, so a negative adjustment cannot be submitted. Delete the transaction.
M-75	Member is not active in a covered position. Please contact INPRS for further assistance.	Member is in a status that makes him or her not active in a covered position. Contact INPRS to resolve this error.
M-80	Wage and Contribution are not accepted prior to member's hire date.	Ensure member's hire date is during or before the pay period time frame being reported. If the hire date needs to be updated, contact INPRS to resolve this error.
M-85	Settlement adjustments must be reported by fiscal year (July 1st-June 30th).	Ensure pay period start date is July 1 of the applicable year and pay period end date is June 30 of the applicable year (TRF only).
M-90	Member has a gap in reported Wage and Contribution.	Ensure member's pay period start date is within one business day of his or her last pay period end date. If member is not on a leave of absence, he or she should have wages and contributions reported for every day the member is employed in a covered position. If a leave of absence needs to be reported for a member, go to the Modify Member section of ERM. This is only a warning and doesn't have to be resolved before payment if information is valid.
M-92	A transaction was previously submitted for this member and must be paid before additional transactions can be submitted.	Regular wage and contribution transactions for a member must be paid in sequential order. Check the exception queue or any unpaid wage and contribution reports for the member's previous transaction(s) and submit that transaction for payment first. Then the next transaction can be submitted for payment. Please note you will need to click the **Save and Revalidate** button to clear this error from the transaction and submit it for payment.

Error Code	Message	Action
SE-10	The Last Day in Pay is earlier than the hire date for this member.	Ensure the Last Day in Pay is after the member's hire date. User may need to correct the Last Day in Pay or contact INPRS if the member's hire date needs to be updated.
SE-12	The Last Day in Covered Position is earlier than the hire date for this member.	Ensure the Last Day in Covered Position is after the member's hire date. User may need to correct the Last Day in Covered Position or contact INPRS if the member's hire date needs to be updated.
SE-15	The Last Day in Pay does not match what was previously reported for this member.	Ensure the Last Day in Pay on this transaction matches what is shown on the member's record in the Modify Member section of ERM. If it does not match, you must either delete this transaction and resubmit it with the correct Last Day in Pay or you must re-enroll the member and resubmit this transaction.
SE-17	The Last Day in Covered Position does not match what was previously reported for this member.	Ensure the Last Day in Covered Position on this transaction matches what is shown on the member's record in the Modify Member section of ERM. If it does not match, you must delete this transaction and resubmit it with the correct Last Day in Covered Position.
SE-20	A Last Day in Pay or Last Check Date was entered; ensure that an entry is submitted for both the Last Day in Pay and the Last Check Date.	Ensure that if a Last Day in Pay is entered that a Last Check Date is entered as well. If a Last Check Date is entered be sure to enter a Last Day in Pay as well.
SE-30	Last Check Date cannot be before the Member's Hire Date.	Ensure that the Last Check Date that was entered for this member is not before the member’s hire date. The Last Check Date must occur after the member’s hire date.
SE-35	Last Day in Covered Position cannot be entered if the Last Day in Pay or Last Check Date is entered.	If Last Day in Pay and Last Check Date are entered remove the Last Day in Covered Position date. Last Day in Covered Position is only required for a member moving from a covered to a non-covered position and is NOT required for terminations.
SU-25	Employer contributions for Teacher's Association member must be zero.	Ensure Employer Share (ER) amount is zero (TRF only).
SU-30 **SU-35**	HEP contributions are not correct for current HEP contribution rate.	Check HEP contributions amount to ensure it is the correct percentage of wages. User may need to correct the HEP contributions amount or the wages amount (TRF only).
SU-40	HEP contributions are not the correct percentage of wages for this member.	Check HEP contributions amount to ensure it is the correct percentage of wages. User may need to correct the HEP contributions amount or the wages amount (TRF only).